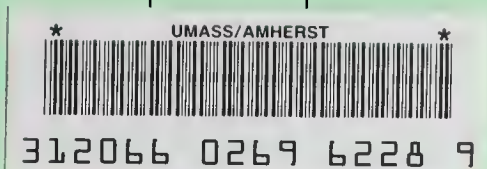


MASS. ED21.2: M139



Massachusetts



Department of
Education

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MassEd.Net

Frequently Asked Questions

May, 1999



Massachusetts Department of Education
address 350 Main Street, Malden, MA 02148
telephone 781-388-3300 internet www.doe.mass.edu



Massachusetts Department of Education

This document was prepared by the Massachusetts Department of Education
Dr. David P. Driscoll, Commissioner of Education

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350 Main Street, Malden, Massachusetts 02148-5023 #781-388-3300

Internet address: www.doe.mass.edu
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The Commonwealth of Massachusetts Department of Education

350 Main Street, Malden Massachusetts 02148

May 11, 1999

Dear Educator:

The Department of Education has three goals for educational technology: to provide improved learning opportunities for students, to provide powerful new tools to enhance the professional capabilities of teachers, and to increase the efficiency and effectiveness of our administrative systems. MassEd.Net was created support those goals. Used effectively, I believe that the Internet is a powerful tool for teachers' professional growth and the education of our children.

The explosion of email and the World Wide Web encouraged the Department to provide teachers with something they couldn't buy on the market—an Internet access service that combined "best-of-class" service, an education focus, and bargain-basement price. We wanted to reach those educators who had either not yet found a reason to "get on-line" or whose needs weren't being met by existing services.

Currently, more than 24,000 Massachusetts educators have MassEd.Net accounts. We are pleased with the great outpouring of interest in the state-subsidized Internet accounts for educators.

MassEd.Net was created exclusively for Massachusetts' K-12 public school educators. It offers unlimited, toll-free access to the Internet, from anywhere in Massachusetts, for a flat annual fee of \$25.00 (with no additional usage charges). MassEd.Net accounts provide unlimited access, e-mail, World Wide Web page capability, news groups and other Internet services.

The system's Internet access and 24-hour-a-day, seven-days-a-week, toll-free technical support is provided by JavaNet, an RCN Company, which is one of New England's fastest growing Internet Service Providers. This level of technical support is offered to enable teachers to take advantage of the world of information available on the Internet, no matter where they are on the "technology learning curve."

The Department of Education is bringing MassEd.Net to you. Knowing that there will be questions about the service, we have prepared this list of Frequently Asked Questions (FAQ) for MassEd.Net. The information contained in this guide is also contained on the MassEd.Net website:

<http://www.massed.net/support/faq/index.htm>.

For additional information, please feel free to call the Department of Education Technology Group at (877) K12-TECH.

Thank you for your interest in MassEd.Net. We hope you will agree with us that this network supports education in many valuable ways.

Sincerely,
A handwritten signature in black ink, appearing to read "David P. Driscoll".

David P. Driscoll

Commissioner of Education

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MassEd.Net FAQ

Why was MassEd.Net created?

State education leaders and government officials believe public K-12 education will be strengthened when more educators use the Internet. Subscribers to MassEd.Net will be able to access online teaching and professional development materials as well as communicate with their peers.

Who is eligible to get a MassEd.Net account?

To be eligible, educators must be actively employed by a *public* K-12 school district and have an instructional role, or serve as business officer or nutrition director, or be an elected or appointed member of the school committee. The basic eligibility test is: (a) Are they a fulltime, paid employee or serve on the School Committee? (b) Do they have an instructional role? If the answer is yes to both, they qualify.

Retirees, volunteers, part-time staff, members of school councils, and students are *not eligible* to receive the state-subsidized MassEd.Net accounts.

What will my MassEd.Net account enable me to do?

You can send and receive e-mail, join e-mail lists, visit the World Wide Web, read and post to newsgroups, transfer files and software, and do everything else that is offered by other Internet Service Providers.

What will my MassEd.Net account cost?

MassEd.Net accounts cost subscribers \$25.00 until September 30, 1999. After that, educators (or their school districts) will be able to renew the accounts for \$25/year, substantially below the average retail price for unlimited Internet service of \$240 per year.

Is MassEd.Net the right Internet service for me?

MassEd.Net was designed with the needs of educators in mind. It's flexible because you can use it from home or from school. You can choose a personal e-mail address that you'll never have to change. Plus, you'll receive up to 2 MB of server space for your own web site. MassEd.Net uses 3Com/US Robotics x2 modems exclusively. That means you get a 56K capable connection 100% of the time - not a busy signal. Most importantly, you'll have access to MassEd.Net's high quality technical support, 24 hours a day, seven days a week, 365 days a year.

I already have an Internet Service Provider. Should I also get a MassEd.Net account?

Massachusetts educators can continue to use any Internet service they prefer. However, MassEd.Net is the only Internet program supported by the Department of Education and subsidized by the Commonwealth. Educators who currently subscribe to a different service may wish to try MassEd.Net, as it will only cost them \$25 per year, which is a substantial savings over the cost of most commercial Internet Service Providers.

MassEd.Net FAQ

How do I get a MassEd.Net account?

If you meet the eligibility criteria and contribute to the Massachusetts or Boston Teachers' Retirement System (*not* a local, county or the state retirement system), you should have already been assigned a unique registration code needed to activate a MassEd.Net account.

An initial mailing of 80,000 offer letters, and a follow-up mailing of 70,000 MassEd CD-ROMs, have been sent to all active members of either the Massachusetts Teachers' Retirement System or the Boston Teachers' Retirement System.

If you have not received direct notice of your eligibility and you feel that you should be eligible, ask your School District Technology Director to call the DOE call center at (781) 388-3300 x526 to find out whether you have a registration code or not.

I meet the MassEd.Net eligibility requirements, but have never been issued a unique registration code, what should I do?

You need to have your school district superintendent write a letter on your behalf, confirming your eligibility to receive a MassEd.Net account.

- 1) Letters must meet all of the following criteria to be accepted:
- 2) Letters must be on official School Department letterhead.
- 3) Letters must be signed by the Superintendent.
- 4) Letters must contain all of the following information for each educator's name which is submitted:
 - first name
 - last name
 - home mailing address
 - home city, state and zip code
 - home phone number
 - social security number
 - position held in school department and
 - school building in which you work
- 5) Letters adding School Committee members must denote whether they are elected or appointed.
- 6) Letters adding School Committee members must give the date that each member's term expires.

Where do Superintendents send letters?

MassEd.Net
c/o Department of Education
350 Main Street
Malden, MA 02148

Because of the expected volume, letters *must* be mailed; faxes, phone calls and email cannot be accepted.

I lost my MassEd.Net registration code. What do I do?

You should call the DOE Technology Call Center at (781) 388-3300 x526.

MassEd.Net FAQ

Where can I get a copy of the MassEd.Net Software?

If you need the MassEd.Net software, use the MassEd.Net CD-ROM mailed to you or another teacher (all the CDs have the same software). Or, ask your district Technology Director to lend you a "loaner" copy of the MassEd.Net software; we sent copies to all the Technology Directors in the state, so they would be available to lend to school district staff. Or check to see if your school library has a copy in its collection. If your Technology Directors need additional "loaner" copies, please ask him or her to contact the DOE call-center. We have a limited number of CD's remaining. We will *not* be mailing 3.5" floppy "loaner" diskettes, but if you need that format, the software can be downloaded from the MassEd.Net website.

What if I need the MassEd.Net Software on 3.5" diskettes?

We no longer provide MassEd.Net software on 3.5" diskettes. If you have a computer without a CD drive, the software can be downloaded from the MassEd.Net website http://www.MassEd.Net/download_old/floppy/download.htm. You may want to ask your school district's Technology Director to help with this process. Many Tech Directors already have copies of the software in the 3.5" format.

What's the fastest way to register for MassEd.Net?

Once you receive your unique registration code, you can to register in either of two ways:

1. Visit our web site at www.MassEd.Net and click on [registration] and follow the instructions.
2. Or use the MassEd.Net CD-ROM mailed to you or another teacher (they are all the same).

What will my email address be?

Email addresses are the account name, followed by @MassEd.Net. For instance, if Jane Doe uses "jdoe" as an account name, her email address would be jdoe@MassEd.Net. The account name can be from two to eight characters long. We recommend that educators choose an account name that other people can easily remember (often people use some variation of their own name).

Will my MassEd.Net email address ever change?

NO! The Commonwealth of Massachusetts owns this addressing scheme, so educators' email addresses will stay the same as long as they qualify for a MassEd.Net account.

What is the process to report MassEd.Net problems?

Realizing that there will inevitably be problems with MassEd.Net service, we ask that you make any complaints in writing. We would prefer to receive them as email, so we can respond to them more quickly. Please send such emails to supportma@gnaps.com, support@MassEd.Net and send a copy to cto@doe.mass.edu or tiacobucci@state.ma.us. Please be sure to put "MassEd.Net" in the subject field.

Where can I learn more about MassEd.Net, why it was created, how it was created and who uses it?

You can learn more about MassEd.Net by visiting our annual report website at http://www.doe.mass.edu/edtech/broad/edtechupdate/mass_ednet_report.html.

MassEd.Net FAQ

What's the process for renewing a MassEd.Net account?

As of December 1, 1998, all MassEd.Net subscribers who had not yet renewed for 1999 had their accounts suspended. Suspended accounts will remain active, but will only be capable of visiting the MassEd online payment page. Once payment information is received the account will be fully reactivated and the user will be able to download any mail received by the server during the suspend mode. Beginning in August of 1999, educators will have the opportunity to renew their accounts on-line.

The renewal process takes about two minutes to complete.

- 1) Go to the renewal website <http://rereg.MassEd.Net>
- 2) Enter your login name and password.
- 3) Follow the instructions and renew your account.
- 4) Make sure to select your correct school district.

Renewed accounts will remain active through September 30, 1999. If you have any technical difficulties with the online renewal process, please call (888) 462-7733 for assistance.

What is MassLists?

MassList is the newest special offering from MassEd.Net. MassLists is our Listserv, allowing MassEd.Net subscribers to create or join email lists of other MassEd.Net subscribers. If you would like to create a list by individual school district, multiple school district or statewide, it is possible. For instance, MassLists will make it possible for Technology Directors to communicate with each other statewide, or for a Superintendent to communicate to only their staff.

What is Digital Digest?

Digital Digest is a weekly email broadcast sent to MassEd.Net subscribers. It is an annotated list of resources and information related to education and/or technology in Massachusetts and across the country. Resources include websites, software, books, television programs, and articles

How do I get a personalized website through MassEd.Net?

Registered users of MassEd.Net are eligible for a free 2MB of webspace. You can use this space to create your own web page and share information with students, friends and family all over the world. All we need to set up your account is your username and password. Visit the personal webspace registration website at http://www.MassEd.Net/support/web_submit.htm to sign up for your free webspace.

I have an older browser. How can I upgrade it?

Microsoft's Internet Explorer version 4.0 has been distributed on the MassEd.Net CD-ROM. However, MassEd.Net supports any browser for the PC or MAC later than version 3.5. If you wish to download the latest browsers, then visit specific the manufacturer's website and download the newer version. Both Netscape and Microsoft's browsers can be downloaded for free.

Microsoft Internet Explorer 5.0 and earlier versions may be downloaded from the following website: <http://www.microsoft.com/windows/ie/download/windows.htm>.

MassEd.Net FAQ

What equipment is needed to use a MassEd.Net account?

Users must have a personal computer, a modem (14.4 KB or faster), a telephone line and the MassEd.Net software. The computer must have a 3.5" floppy or a CD-ROM and meet or exceed the following standards:

Minimum system requirements for MassEd.Net:

PC 486 or later

Windows 95 operating system, requires 16 MB RAM and 100 MB of disk space for full installation (56 MB for browser only)

Windows NT operating system, requires 24 MB RAM and 100 MB of disk space for full installation (56 MB for browser only)

Windows 3.1 operating system, requires 8 MB RAM and 12 MB of disk space for full installation (7 MB for browser only)

Macintosh Power PC

MacOS 7.1 and above, requires 12 MB RAM and 30 MB of disk space for full installation (10 MB for browser only)

Sometimes when I dial MassEd.Net, I have difficulty connecting. What should I do?

1) Check to make sure that you calling a local access number that ends with the digits 6277. The dedicated MassEd.Net numbers all have 6277 as the last four digits in the phone number (e.g., 617-507-6277). For the complete list of MassEd.Net local access numbers, go to the <http://download.MassEd.Net/pops/massed.asp> website. To select the MassEd.Net number for a specific community, go to the http://phone.MassEd.Net/massed_pops.jhtml website.

If you do not know how to change your dial-up access number, go to the <http://www.MassEd.Net/support/faq/index2.htm> website and select either Macintosh or PC. Then select Dialer Setup if you use a Macintosh, or select Dialup Networking if you use a PC.

2) Try calling the MassEd.Net access number from your telephone rather than the computer. Do you hear a rapid busy signal or a message "all circuits are busy"? The rapid busy and "all circuits are busy" message mean there is a capacity problem with Bell Atlantic's network. These problems can only be resolved by Bell Atlantic, and should be reported to Bell Atlantic repair service at (your area code) 555-1515.

Do you hear a "normal" busy signal? A normal busy signal means the problem is probably with MassEd.Net's telecommunications system. Please tell us about these instances, so that we can get GlobalNaps to address the problems.

What are the MassEd.Net settings for email, news etc?

Incoming (POP) Mail Server:	mail.MassEd.Net
Outgoing (SMTP) Mail Server:	mail.MassEd.Net
Newsgroups Server:	news.MassEd.Net
Host Name:	MassEd.Net
Primary DNS:	209.196.192.1
Secondary DNS:	209.196.192.2
IP Address:	Dynamically assigned by server

MassEd.Net FAQ

How do I check my MassEd.Net email from school?

You can configure any POP3 email client to send and receive MassEd.Net email from a school based Local Area Network (LAN). However, in order to protect our subscribers from being spammed with junk email, we have had to restrict access to our email system; only MassEd subscribers and approved school district LANs have authorized access to the system. If your district purchases its Internet access from Merrimack Education Center (MEC), you do not need to request specific IP relay access as we have already opened our system to all of MEC's IP address range.

If your school-based LAN purchases Internet access from a vendor other than MEC, we can configure our email filter to allow email access from the LAN. To do this, we need the following information from the district Technology Director:

- School District Name
- School District Contact Name
- School District Contact phone Number
- School District Contact Fax Number
- School District Domain Name
- School District IP Address Range

We do not process individual requests to reset our relay filter; your request must come from the district Technology Director and be for the entire district. Technology Directors should email the information to cto@doe.mass.edu.

Once your district has provided the correct information, you may configure any POP3 mail client to check your MassEd.Net mail.

What Information should I provide when reporting busy signals to MassEd.Net?

1. Telephone number you are calling from, including area code (e.g., 617-456-7890)
2. Telephone number(s) you are calling to connect to MassEd.Net, including area code (e.g., 617-507-6277)
3. Day of week when problem occurred
4. Time of day when problem occurred
5. Frequency of problem (e.g. every time you attempt to connect, 1 in 3 times)

Please email this information to GlobalNaps at suportma@gnaps.com and copy MA DOE at: tiacobucci@state.ma.us.

MassEd.Net supports speeds of 56Kbps, but I connect at lower speeds. Why?

Does your modem support 56KBPS connect speeds? If so, then you first need to check with your modem manufacturer to make sure that you have the latest software patches for your modem. Most modem manufacturers software patches can be downloaded off the web for free.

If your modem supports 56K speeds, and you have downloaded the latest software for your modem and have installed it, and you still connect at lower speeds, you should call Bell Atlantic repair service at (your area code) 555-1515 and ask them to test your line.

Finally, you can visit the following website to learn how to run your own tests of your phone line and modem: http://www.3com.com/56k/need4_56k/linetest.html.

MassEd.Net FAQ

MassEd.Net local access phone numbers for educators who live out-of-state

The Department of Education is committed to providing local dial-up access to the Internet through MassEd.Net to all those K-12 public school educators who live within the geographic boundaries of Massachusetts. The Department is working to expand access for those who live outside the Commonwealth, but cannot commit to provide the same guaranteed level of service outside of the geographic boundaries of Massachusetts.

Currently, of the more than 80,000 educators eligible for MassEd.net Accounts, approximately 1,000 live in New Hampshire, 1,000 live in Rhode Island, 300 live in Connecticut, 80 live in Maine, 80 live in Vermont and 60 live in New York.

These educators who live out-of-state can access the system from their school or office within the Commonwealth without paying long-distance charges. Also, many subscribers who live in border communities have toll-free access to MassEd.Net by making a local call to a Massachusetts town. Other educators have changed their home calling plans to mitigate any toll calls, and others use their accounts from work to when browsing the Internet and use their accounts only for email while at home. Those non-residents who use their accounts only for email at home work off-line when reading and writing email, and only pay a toll-call for the short time it takes to send and receive email.

The Department looked at the possibility of providing an 800 number for those living out-of-state. The cost to provide such a service would be so great that the Department would be forced to either increase the amount that all educators paid for their accounts or limit the number of educators who could get an account.

However, the Department has been working with the MassEd.Net telecommunications service provider, GlobalNaps, to add local access numbers in New Hampshire, Maine, New York, Connecticut, Vermont and Rhode Island. GlobalNaps is working with the various telecommunications regulatory agencies in these states. Upon approval by those regulatory agencies, GlobalNaps will provide the Department of Education with local access numbers. At that time, the Department will contact every eligible educator living out-of-state by mail.

Here are the best estimates of local number availability we can give you. Please remember that these are only estimates, as GlobalNaps goes through the regulatory process in the various states:

Massachusetts – available now.

New Hampshire – available now.

Rhode Island – MassEd.Net local access estimated availability 6/1.

Maine – no estimate at this time.

New York – we could provide 212 area code access now if demand required it, the rest of the state no estimate at this time.

Connecticut – due to the regulatory climate in Connecticut we have no way to estimate when we might be able to provide local access numbers.

Vermont – no estimate at this time.

For more information regarding what numbers you dial to make a local call to connect to MassEd.Net, from within Massachusetts, visit the <http://phone.mass-ed.net/massed.pops.jhtml> website.

MassEd.Net FAQ

What is the MassEd.Net Acceptable use policy?

Purpose: The MassEd.Net Internet service is provided by the Commonwealth of Massachusetts and its vendors ("Service Provider") to support the professional educational activities of Massachusetts educators. Access is a privilege, not a right, which is limited to those who comply with this acceptable use policy.

Notice: Transmissions or use of electronic resources shall not be considered confidential and may be monitored to ensure acceptable use.

Responsibility: This service is intended for use solely by the educator to whom it is assigned, and intended only for professional educational activities. You shall be responsible for the usage of your account even if made by another person.

Unacceptable Use: You agree that the following types of use are unacceptable and may result in the termination of service, disciplinary and/or legal action:

Any commercial or illegal activity, including by way of example, bulk e-mail advertising and violation of copyrights.

Damage of property, wherever located, whether tangible such as computers or network equipment or intangible such as data, programs or files.

Disruption of, or interference with, other network users, services, or equipment, including by way of example, i) transmission of virus software, network traffic resulting in denial or degradation of service, unsolicited bulk e-mail ("spam"), or threatening or harassing material, or ii) misrepresentation of identity, or use of language or materials, including images, inappropriate for the educational setting.

Any use that violates applicable law.

Disclaimer: THE Service Provider DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Service Provider shall not be liable for any damage that user may suffer arising out of use, or inability to use, the MassEd.Net service. IN NO EVENT WILL Service Provider BE LIABLE FOR ANY OTHER DAMAGES, INCLUDING LOSS OF DATA, OR OTHER SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES, ARISING OUT OF OR IN CONNECTION WITH THE PURCHASE, USE OR PERFORMANCE OF THE MassEd.Net SERVICE.

How do I pay my \$25.00 for MassEd.Net?

Individuals' \$25 payments may be made on-line, through our secure transaction system, using MasterCard, Visa, American Express or Discover. We will not be able to accept any other forms of payment from individuals. Educators may not use cash, checks or other types of credit cards to pay their renewal fees. Individual renewals must be made through the on-line process; this requirement was included in our contract with the Internet Service Provider, in order to keep the subscription price low. Please ask your educators *not* to call either Customer Support or the Department of Education office regarding forms of payment, since they are not able to waive this requirement, and will simply refer the individual back to the on-line renewal process.

MassEd.Net FAQ

Sometimes I receive inappropriate, “spam” or bulk email on my MassEd.Net account. What can I do about it?

Unfortunately, as hard we may try, we cannot completely restrict or prohibit such emails from getting to our users. Though there is no way for spammers to send email to the entire MassEd.Net subscriber list, it is possible for spammers to send email to individual MassEd.Net subscribers. We do not sell, share or otherwise distribute the MassEd.Net usernames to anyone; we also prohibit access to the MassEd.Net distribution lists (i.e. Announcements@MassEd.Net, DOE@MassEd.Net and Ed_Tech@MassEd.Net). We also prohibit users from replying to the distribution lists, to avoid their sending unsolicited emails to the rest of the MassEd.Net subscribers.

What that means is that, if you are receiving spam, the spammers are getting your email address from other sources. The most common ways for spammers to get your email address are from on-line surveys, chat rooms or if you purchase something on-line; spammers often purchase from or trade email addresses with other spammers.

What can we do to prevent spammers from sending you email:

- 1) We could restrict the MassEd.Net service so that, as a MassEd.Net subscriber, you could only send to and receive email from other MassEd.Net subscribers.
- 2) We could restrict the service so that, as a MassEd.Net subscriber, you could only send to and receive email from specific domain names. For instance, we could restrict the system so that we only allow those with a @state.ma.us domain name to send to and receive email from MassEd.Net subscribers.
- 3) We could prohibit specific domain names from sending to or receiving email from MassEd.Net subscribers. For instance, we could restrict the system so that @AOL.com could not send to or receive email from MassEd.Net subscribers.

Clearly, there would be repercussions to any of these options; namely, they would restrict your being able to legitimately communicate with others via the Internet.

Therefore, we ask that, when you receive an inappropriate email from a spammer, you do the following:

- 1) Reply to the sender requesting removal from their list.
- 2) Send a complaint to the spammer's Internet Service Provider (ISP). The email address is usually abuse@ [domain name]; all reputable ISPs provide an abuse complaint service. For instance, if you were to receive an email from someone offering to sell you a diploma, and his email address was forsale@MailAndNews.com, you should send a complaint to his ISP at abuse@MailAndNews.com.
- 3) Be very judicious as to whom you give your email address to in the future.

If you would like to receive additional information regarding spammers visit the <http://www.cs.ruu.nl/wais/html/na-dir/net-abuse-faq/spam-faq.html> website.

*Spammers -bulk emailers -email abusers -junk emailer n. Those who send unsolicited bulk email.

MassEd.Net FAQ

Is there any way to check my email without dialing into MassEd.Net?

Yes. If you are using a computer or web enabled TV, and you visit the <http://mail2web.com/> website and enter the following information, you can send and read MassEd.Net email:

Server Name:	mail.massed.net
Username:	[your MassEd.Net login name]
Password:	[your MassEd.Net password]

Additional MassEd.Net support is available from the following sources

MassEd.Net on-line Registration:	http://www.MassEd.Net/download_old/expert.htm
Frequently Asked Questions:	http://www.MassEd.Net/support/faq/index2.htm
Macintosh Configuration:	http://www.MassEd.Net/support/faq/mac_support.htm
PC Configuration	http://www.MassEd.Net/support/faq/pc_support.htm
MassEd.Net Settings:	http://www.MassEd.Net/support/settings.htm
3.5" Diskette Software Download:	http://www.MassEd.Net/download_old/floppy/download.htm

MassEd.Net, 7x24 technical support helpline: (888) 462-7733 (for technical questions only).

MassEd.Net FAQ

Macintosh Configuration Pages

Dialer Setup

OS 8 PPP
FreePPP 2.5v2
ConfigPPP

Network Setup

MacTCP
TCP/IP

E-mail Setup

Netscape Mail
MS Internet Mail & News

MassEd.Net

powered by Jaws.Net

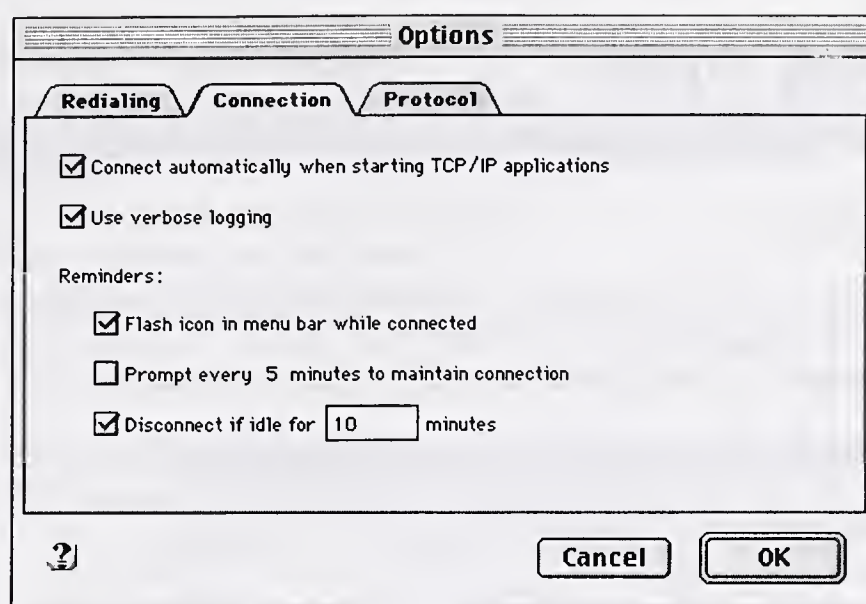
How to Configure and Use Macintosh OS 8 OT/PPP 1.0.1 Dialer

The Macintosh OS 8 Open Transport PPP 1.0.1 Dialer acts as a front end to Open Transport and PPP. It has multiple options like activity log and profiles.

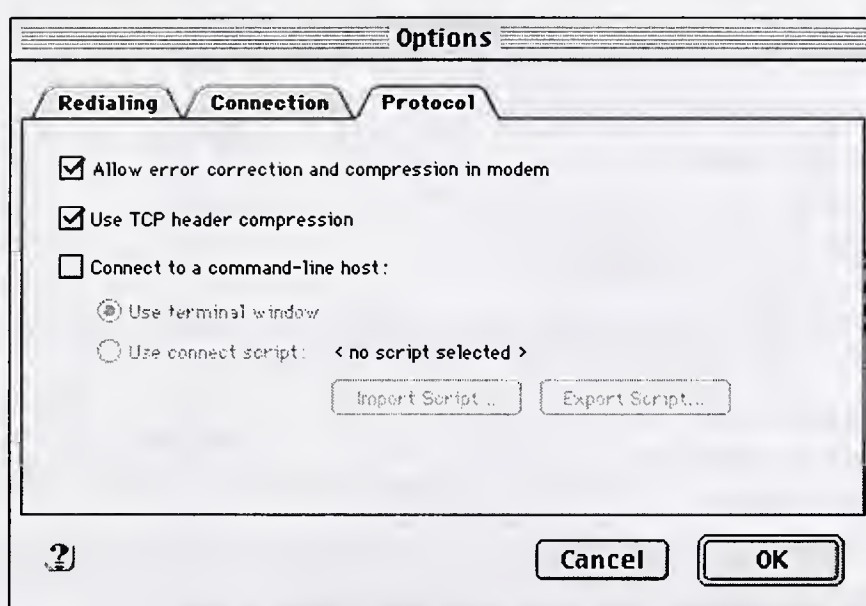
1. From the **Control Panel** select **PPP**.
2. Verify the **Name** text box has your username
3. Verify the **Password** and **Number** text boxes.
4. Click the **Options** button.

5. Select the **Redialing** tab.
6. For the **Redial** option, select **Redial main number only**.
7. Enter a number in the **Redial times** field.

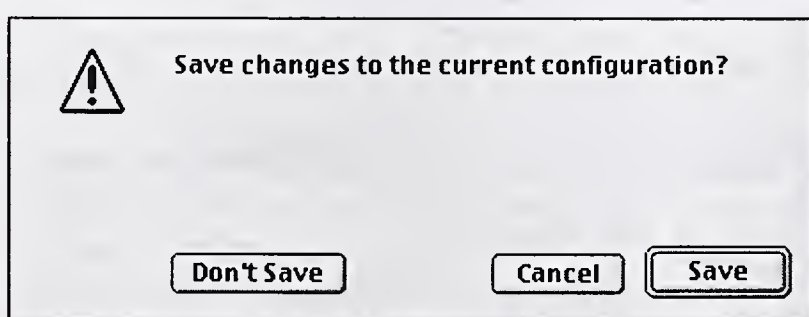
8. Select the **Connection** tab.
9. Put a check in **Use verbose logging**.
10. **Do not check the Prompt every 5 minutes to maintain connection option.**



11. Select the **Protocol** tab.
12. Put a check in **Use TCP header compression**.



13. Click the **OK** button.
14. Click the **File** Menu and select **Quit**
15. Click **Save** to save changes.

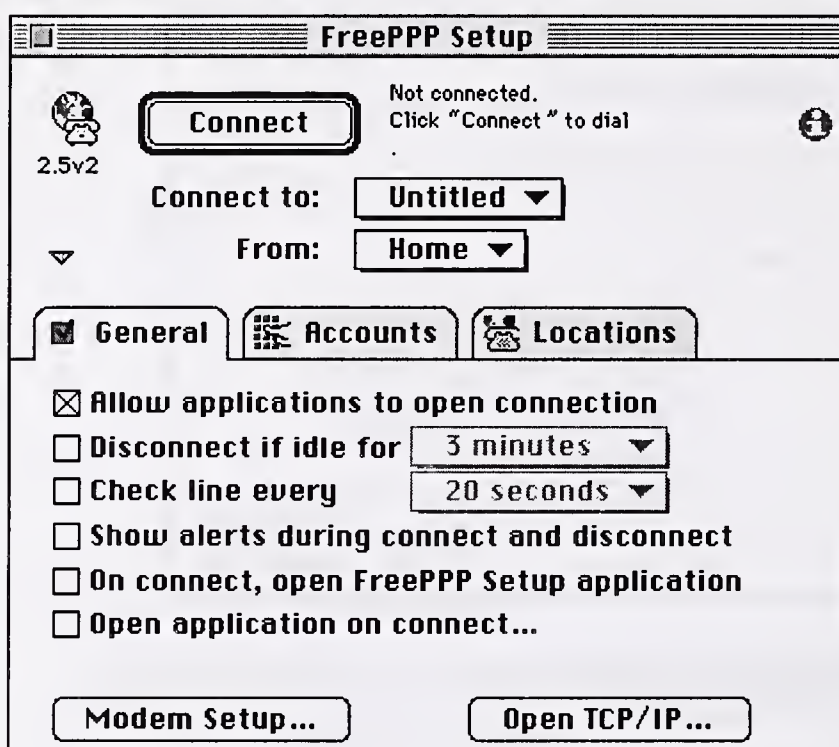


MassEd.Net

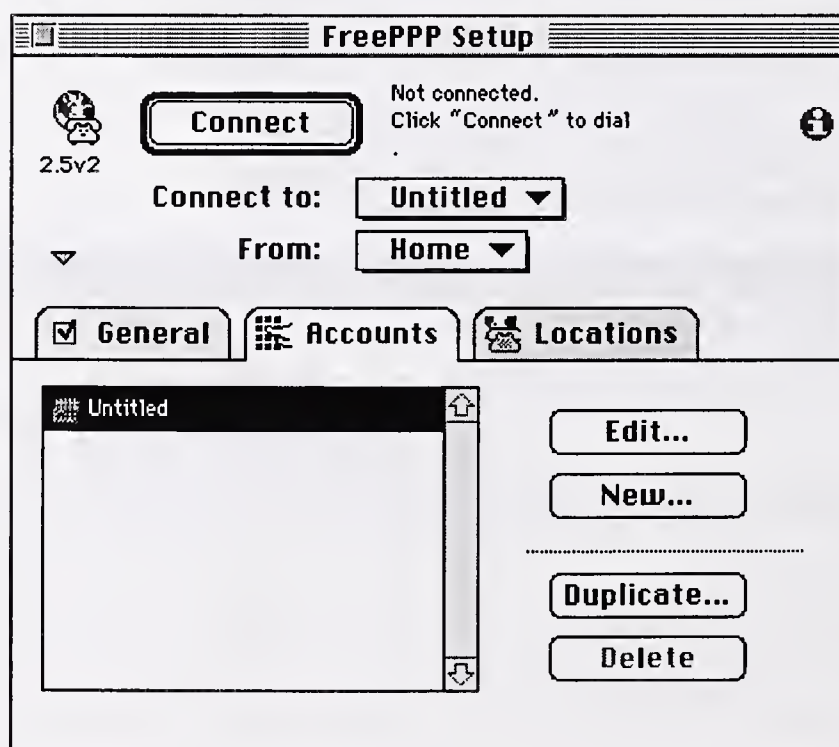
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Configure FreePPP 2.5v2

1. On the right hand side of the menu bar, click the green telephone icon and select **Open FreePPP Setup**.
2. Click the **triangle** in the lower left hand corner to expand the window.



3. Click the **Accounts** tab.



4. For a new **PPP Server** click **New**
In the **Server name** field, type **MassEd.Net**.
5. Enter your access number in the **Phone Number** field (MassEd.Net's Access Numbers.)
6. Select or un-select **Dial as long distance**.
7. Select or un-select **Dial area code**.
8. In the **Connect** area, select **Directly**.
9. In the **User name** field, type your MassEd.Net **username**.
10. In the **Password** field, type your login password.

The screenshot shows the 'Options' tab of the FreePPP Setup dialog box. The 'Account' tab is also visible. The 'Server name' field contains 'MassEd.Net'. The 'Phone number' field contains '5076277'. There are two unchecked checkboxes: 'Dial as long distance' and 'Dial area code'. The 'Connect' dropdown menu is set to 'Directly'. Below it is a button labeled 'Edit connection script...'. The 'User name' field contains 'jdoe'. The 'Password' field contains '*****'. At the bottom right are 'Cancel' and 'OK' buttons.

11. Click **OK**.
12. Click the **General** tab.
13. Close the **FreePPP** window.

The screenshot shows the 'FreePPP Setup' window with the 'General' tab selected. At the top, there is a 'Connect' button and a status indicator that says 'Not connected. Click "Connect" to dial 95076277.' Below this, the 'Connect to:' dropdown is set to 'MassEd.Net' and the 'From:' dropdown is set to 'Home'. The 'General' tab is active, showing several options: 'Allow applications to open connection' (checked), 'Disconnect if idle for' (3 minutes), 'Check line every' (20 seconds), 'Show alerts during connect and disconnect' (unchecked), 'On connect, open FreePPP Setup application' (unchecked), and 'Open application on connect...' (unchecked). At the bottom are buttons for 'Modem Setup...' and 'Open TCP/IP...'.

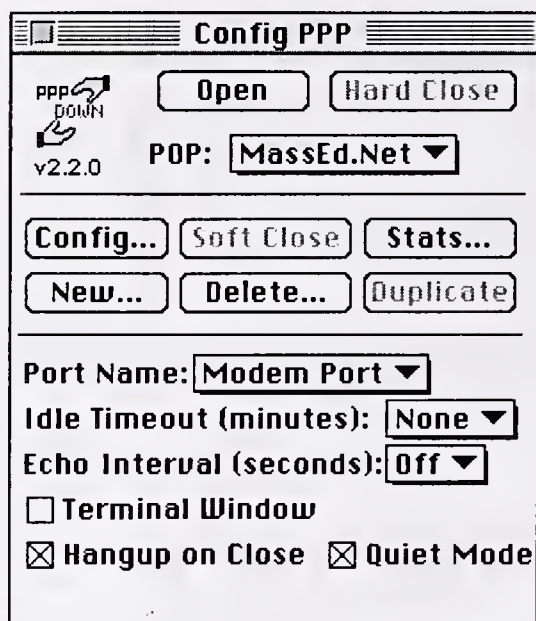
14. Restart your computer.

MassEd.Net

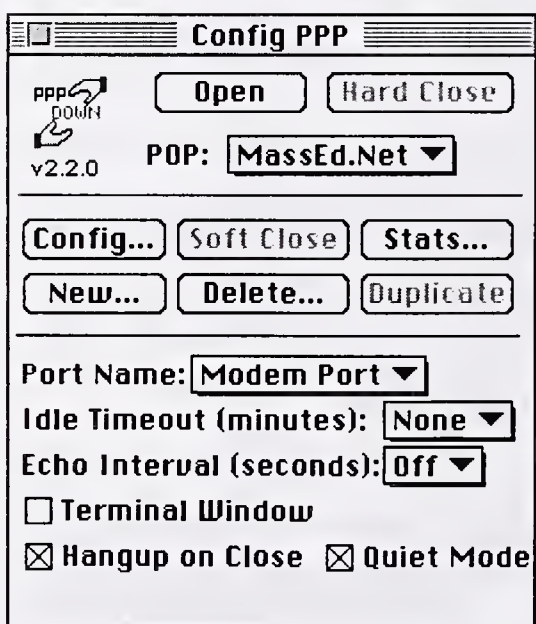
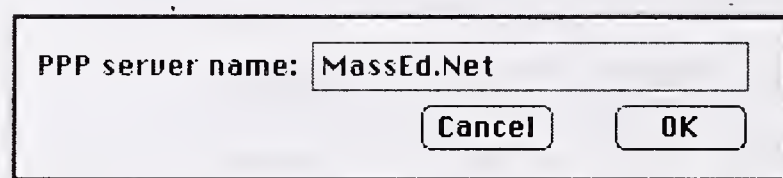
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Configure ConfigPPP

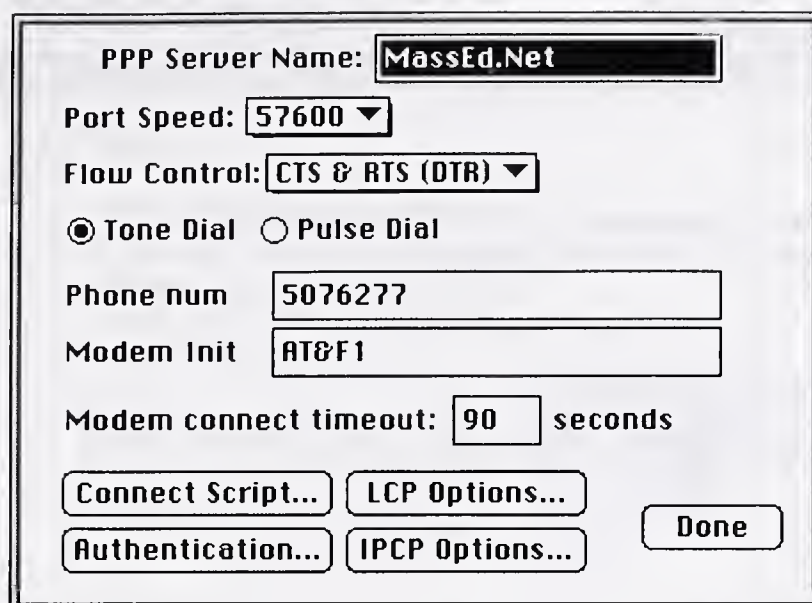
1. On the menu bar, click the apple icon and select **Control Panels**.
2. Double-click **Config PPP**.
3. For a new **PPP Server** click **New**



4. Type **MassEd.Net**
5. Click **OK**.



6. Click **Config**.
7. Set **Port Speed** to **57600** if you have a 28.8 or **38400** if you have a 14.4.
8. Select **Tone Dial**.
9. Enter your access number in the **Phone Num** field.
10. In the **Modem Init** field, type **AT&F1**



The image shows a 'ConfigPPP Setup' dialog box. It contains the following fields and controls:

- PPP Server Name:** A text box containing 'MassEd.Net'.
- Port Speed:** A dropdown menu showing '57600'.
- Flow Control:** A dropdown menu showing 'CTS & RTS (DTR)'.
- Dialing Method:** Two radio buttons: 'Tone Dial' (selected) and 'Pulse Dial'.
- Phone num:** A text box containing '5076277'.
- Modem Init:** A text box containing 'AT&F1'.
- Modem connect timeout:** A text box containing '90' followed by the word 'seconds'.
- Buttons:** At the bottom, there are five buttons: 'Connect Script...', 'LCP Options...', 'Authentication...', 'IPCP Options...', and 'Done'.

11. Click **Authentication**.
12. In the **Auth. ID** field, type your username.
13. In the **Password** field, type your login password.
14. Click **OK**.
15. Click **Done**.
16. Restart your computer.

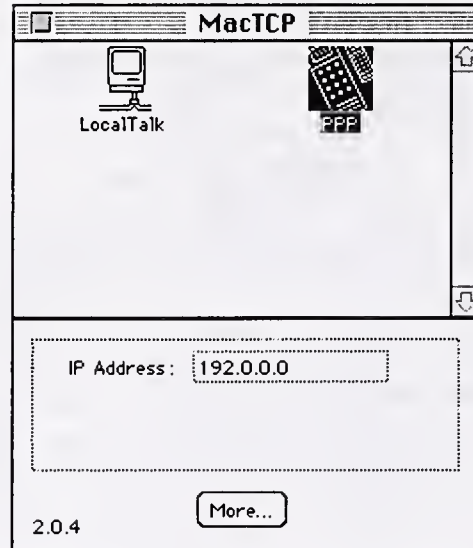
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How to configure Mac TCP

1. On the menu bar, click the apple icon and select **Control Panels**.
2. Double-click the **MacTCP** Control Panel.
3. Select the **PPP** icon.
4. Click **More**



5. Set **Obtain Address** to **Server**
6. Set **Class** to **C**
7. Under **Domain**, type **massed.net**
8. In the box below, **massed.net**
9. Under **IP Address**, type **209.196.192.1**
10. On the second line, type **209.196.192.2**
11. Click **OK**.
12. Close **MacTCP**.
13. On the menu bar, click **Special** and select **Restart**.

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TCP/IP Setup

- Set **Connect Via** to **FreePPP** or **PPP** which ever you are using
- Set **Configure** to **Using PPP Server**
- Set **Search domains** to **massed.net**
- In **Name server addr** type **209.196.192.1** and press enter.
- Type **209.196.192.2**

TCP/IP

Connect via: FreePPP

Setup

Configure: Using PPP Server

IP Address: < will be supplied by server >

Subnet mask: < will be supplied by server >

Router address: < will be supplied by server >

Name server addr.: 209.196.192.1
209.196.192.2

Search domains: massed.net

- Close the window.
- Click **Save**.

Save changes to the current configuration?

Don't Save Cancel Save

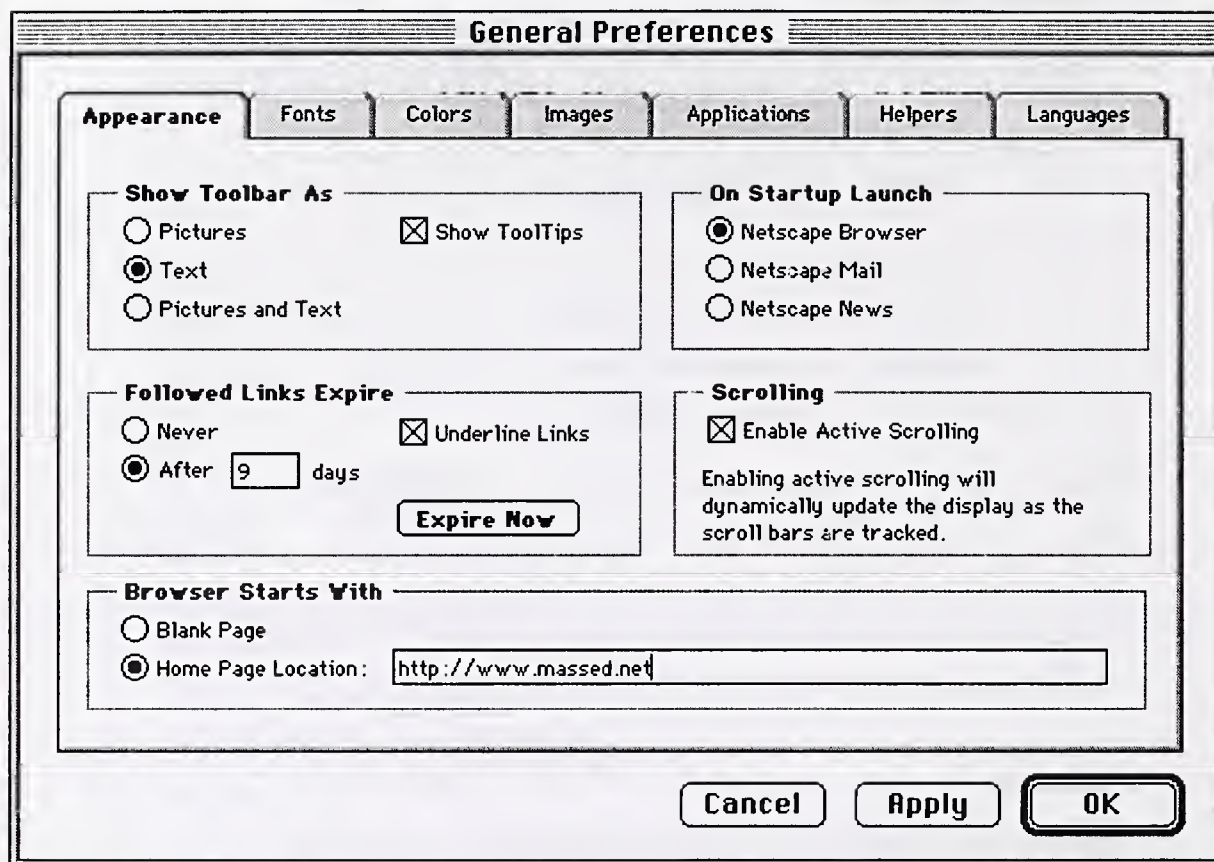
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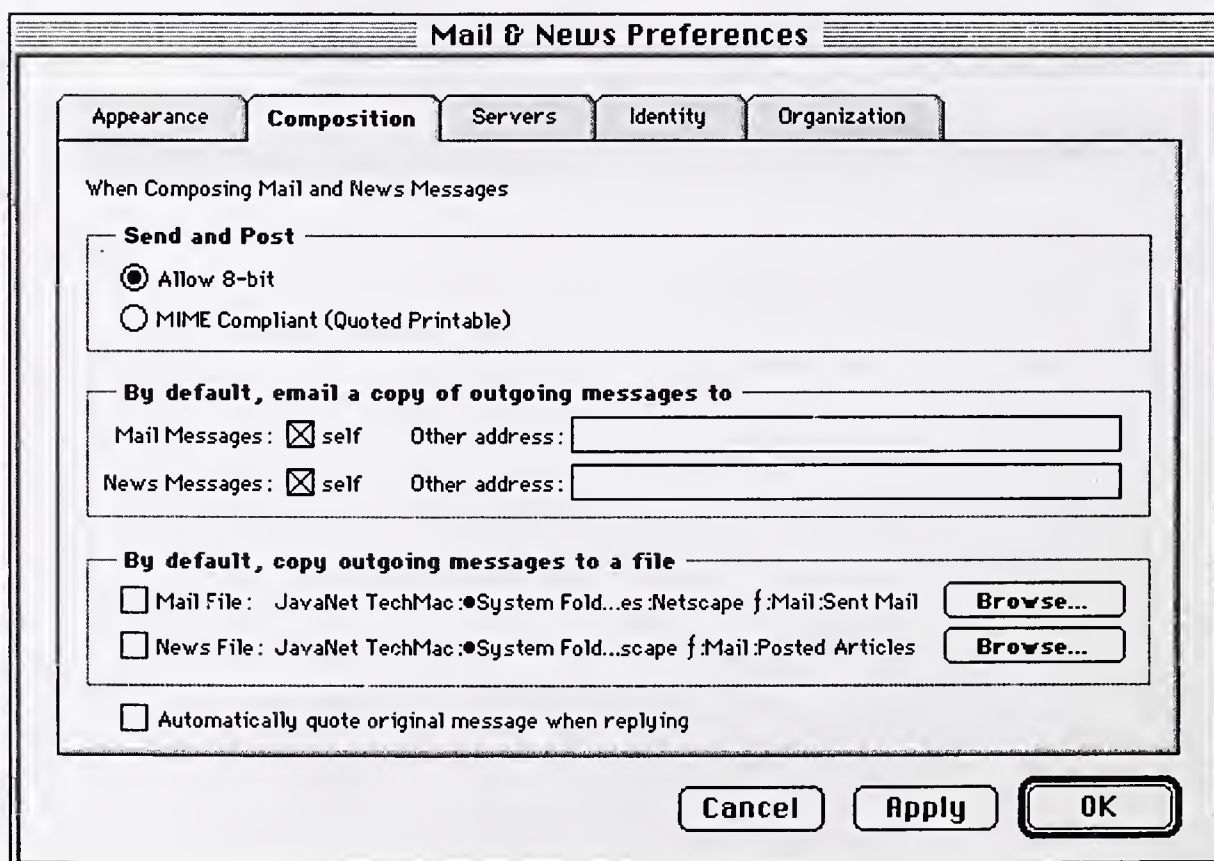
powered by JavaNet

Setup Netscape Navigator - Mac

- On the menu bar, click **Options** and select **General Preferences**.
- Set **Home Page Location** to <http://www.massed.net>

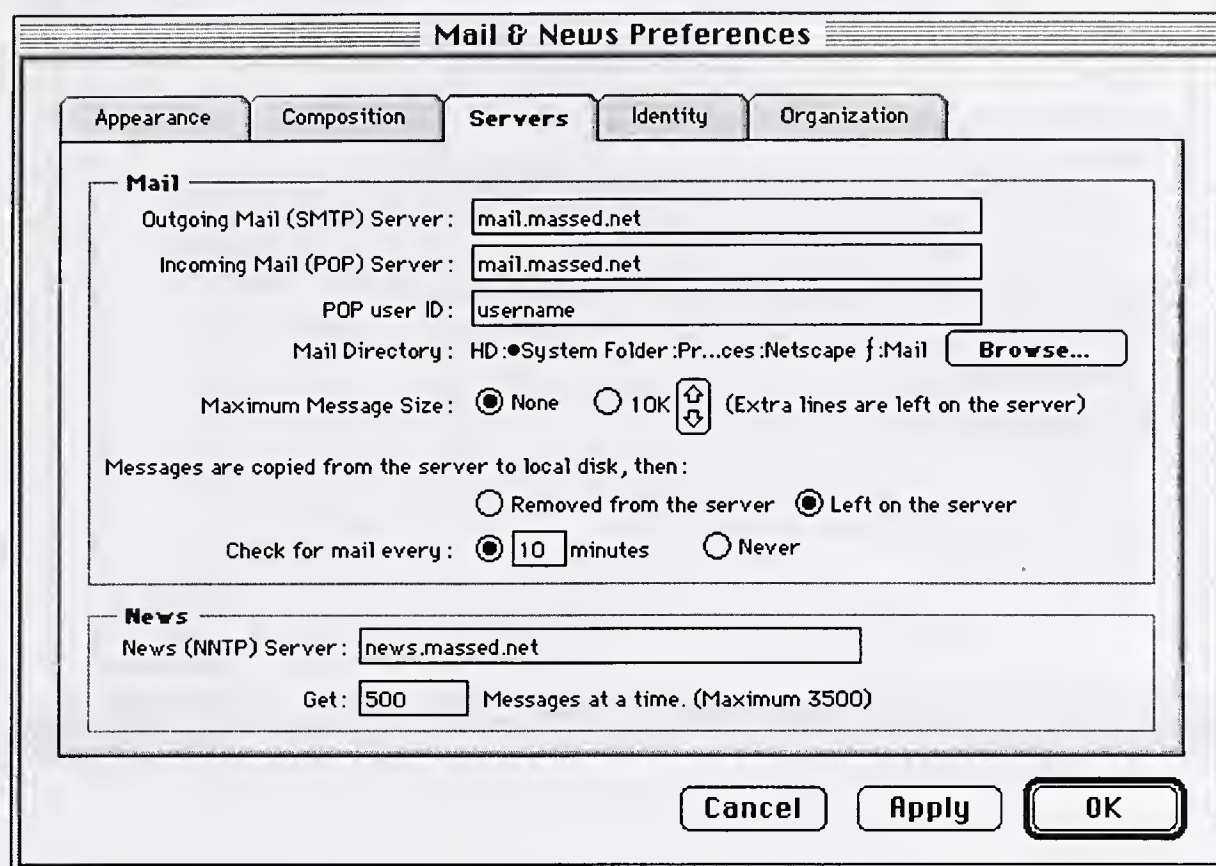


- On the menu bar, click **Options** and select **Mail and News Preferences**.
- Click the **Composition** tab.
- Set **Send and Post** to **MIME Compliant**.



- In the **Outgoing Mail (SMTP) Server** field, type mail.massed.net

- In the **Incoming Mail (POP) Server** field, type **mail.massed.net**
- In the **POP3 User ID** field, type your **username**.
- In the **News (NNTP) Server** field, type **news.massed.net**



Mail & News Preferences

Appearance Composition **Servers** Identity Organization

Mail

Outgoing Mail (SMTP) Server: mail.massed.net

Incoming Mail (POP) Server: mail.massed.net

POP user ID: username

Mail Directory: HD:•System Folder:Pr...ces:Netscape f:Mail **Browse...**

Maximum Message Size: ☒ None ☐ 10K (Extra lines are left on the server)

Messages are copied from the server to local disk, then:

☐ Removed from the server ☒ Left on the server

Check for mail every: ☒ 10 minutes ☐ Never

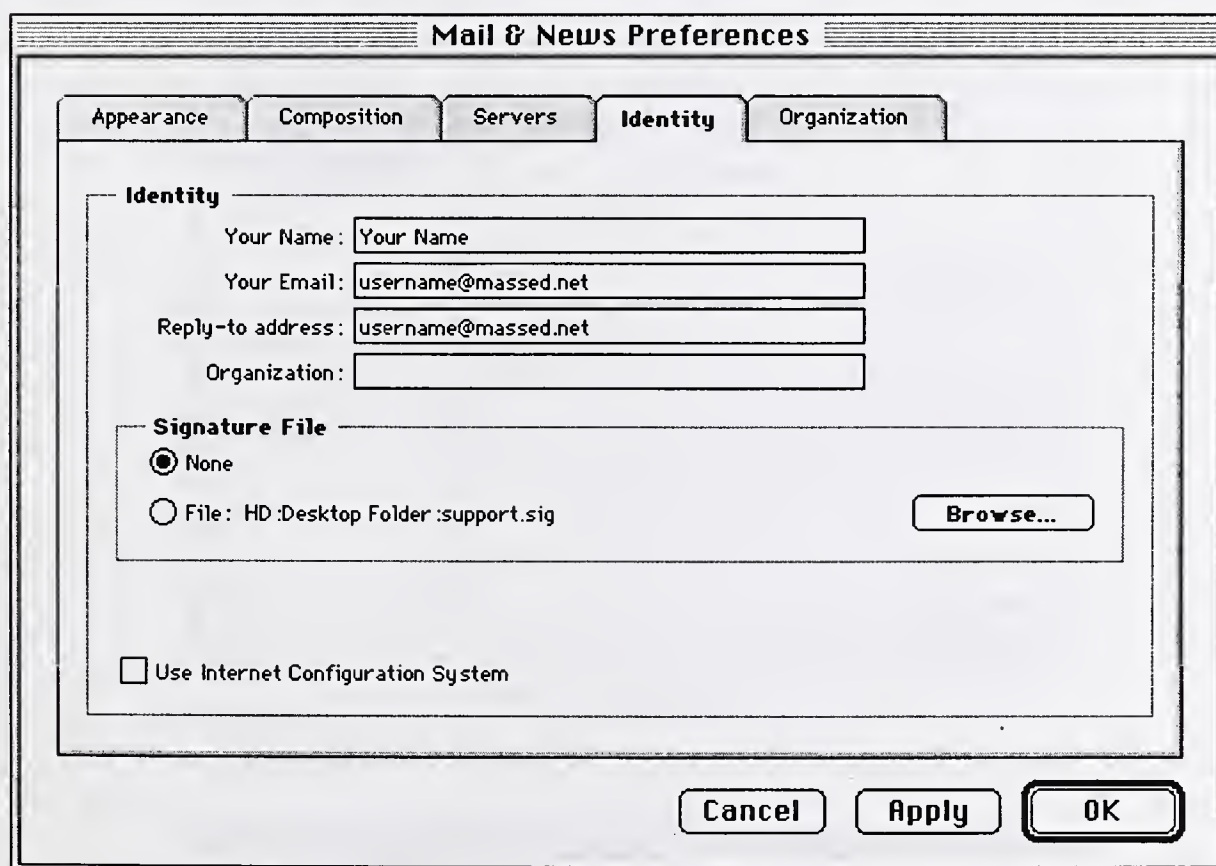
News

News (NNTP) Server: news.massed.net

Get: 500 Messages at a time. (Maximum 3500)

Cancel **Apply** **OK**

- Click the **Identity** tab.
- In the **Your Name** field, type your name.
- In the **Your Email** field, type your email address.
- In the **Your Reply-to Address** field, type your email address again.



Mail & News Preferences

Appearance Composition Servers **Identity** Organization

Identity

Your Name: Your Name

Your Email: username@massed.net

Reply-to address: username@massed.net

Organization:

Signature File

☒ None

☐ File: HD:Desktop Folder:support.sig **Browse...**

☐ Use Internet Configuration System

Cancel **Apply** **OK**

- If you want to have Netscape remember your mail password, click on the **Organization** tab.
- On the bottom left corner of the window put a check in **Remember Mail Password**.

Mail & News Preferences

Appearance Composition Servers Identity **Organization**

Sort News By

- ☒ Date
- ☐ Subject
- ☐ Message Number
- ☐ Sender

Sort Mail By

- ☒ Date
- ☐ Subject
- ☐ Message Number
- ☐ Sender

Mail Messages and News Articles can be threaded. Threading means that if you receive a reply, it will be shown next to the original message.

- ☐ Thread Mail Messages
- ☒ Thread News Messages

☒ Remember Mail Password

Cancel Apply **OK**

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Microsoft Internet Mail & News - Mac

- Double-click the Internet Mail and News 3.0 icon.
- On the menu bar, click **Edit** and select **Preferences**.
- Under **Mail & News** click **E-mail**.

The screenshot shows the 'Preferences' dialog box with the 'E-mail' tab selected. The left sidebar lists categories: Mail & News (selected), Network, and Receiving Files. Under Mail & News, 'E-mail' is selected. The main area is divided into sections: Personal Settings, Sending Mail, Retrieving Mail, and Mail Accounts. Each section has input fields and examples.

Section	Field	Value	Examples
Personal Settings	Real name:	Your Name	Bob Smith
	E-mail address:	username@massed.net	bob@host.com
	Organization:		Host Inc.
Sending Mail	SMTP host:	mail.massed.net	smtp.host.com
	Account ID:	username	bob
Retrieving Mail	POP host:	mail.massed.net	pop.host.com
	Password:	*****	
Mail Accounts	Account name:	E-mail account	
	Buttons	Add, Remove	

Buttons at the bottom: Cancel, OK.

- In the **Real Name** field type your name
- In the **E-mail address** field type **username@massed.net**
- In the **SMTP Host Name** field, type **mail.massed.net**
- In the **Account ID** type your **username**
- In the **POP host** field, type **mail.massed.net**
- In the **POP password** field, type your password.
- Click in the **News** area.

The screenshot shows the 'Preferences' dialog box with the 'News' tab selected. The left sidebar is the same as the previous screenshot. The main area is divided into sections: Usenet News Settings and News Servers. Each section has input fields and buttons.

Section	Field	Value	Buttons
Usenet News Settings	NNTP host:	news.massed.net	
	<input type="checkbox"/> This server requires authentication		
	Username:		Advanced...
News Servers	Account name:	Microsoft News Server	Add, Remove

Buttons at the bottom: Cancel, OK.

- In the **NNTP host** field, type **news.massed.net**
- Click **Add**.
- Click **OK**.

MassEd.Net FAQ

PC Configuration Pages

Dial-up Networking Setup

Windows 95

Windows NT 4.0

E-mail Setup

Netscape Navigator Mail

Netscape Communicator Mail

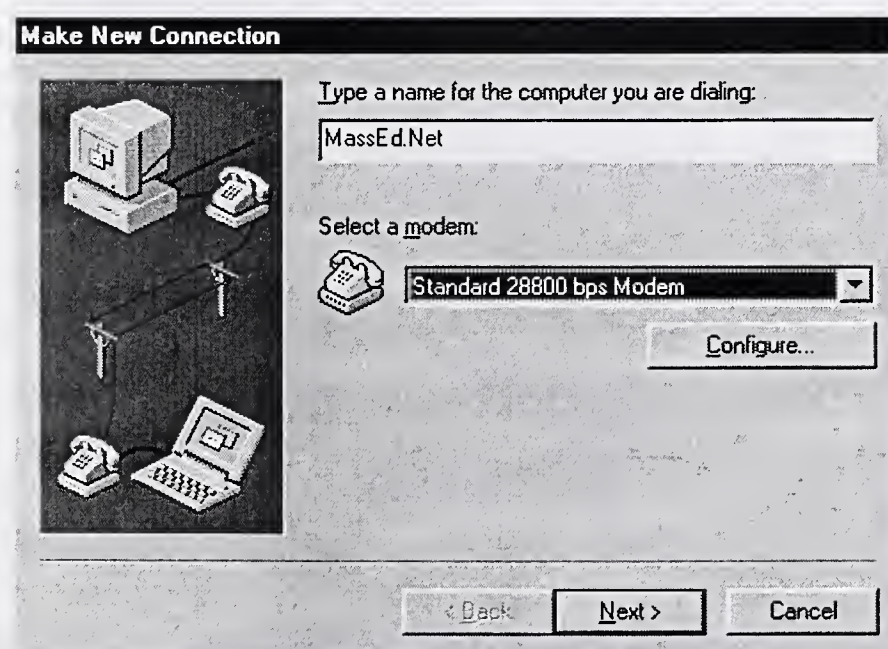
Outlook Mail

MassEd.Net

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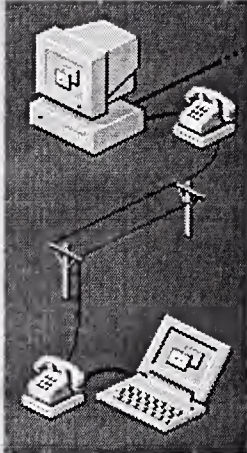
Window 95 Dialup Networking Setup

1. If you already have Dialup Networking installed skip to step #20
2. You are going to need your Windows 95 CD or diskettes, so make sure you have them handy
3. Double-click **My Computer** on your desktop.
4. Double-click the **Control Panel** icon.
5. Double-click the **Add/Remove Programs** icon.
6. Click the **Windows Setup** tab.
7. Click the **Communications** component.
8. Click the **Details...** button.
9. Put a check in the box next to **Dial-Up Networking**
10. Click **OK**.
11. Click **OK** again.
12. Windows 95 will prompt you for your installation diskettes or CD.
13. Wait for Dial-Up Networking to install.
14. When you are told to restart, click **OK**.
15. Click the **Start** button.
16. Click **Shut Down**.
17. Select **Restart the computer?**
18. Click **Yes**.
19. Wait for Windows 95 to restart
20. Once Windows 95 has restarted, open your **Control Panel** and double click on **Network**
21. Click the **Dial-Up Adapter** Component.
22. Click the **Properties** button.
23. Click the **Advanced** tab.
24. Click **Use IPX header compression**, in the **Property** field.
25. In the **Value** field, click on the down arrow and select **No**.
26. Click **OK**.
27. Click the **Identification** tab.
28. In the **Computer name** field, type your username in lower-case characters
29. In the **Workgroup** field, type **WORKGROUP**
30. Click **OK**.
31. When Windows 95 prompts you to restart the computer, click **OK**.
32. Wait for the computer to restart.
33. When you see the login prompt, click **OK** without entering a password. (This will ensure that you will not be prompted to login to your own computer again.)
34. Close the **Control Panel** window.
35. Double-click the **Dial-Up Networking** icon in the **My Computer** window.
36. Double-click the **Make New Connection** icon.
37. Under **Type a name for the computer you are dialing** type **MassEd.Net**.
38. Click the **Configure** button.



39. Check that the **Maximum speed** setting is correct for your modem (for 14.4 modems use **38400**, for 28.8 modems use **57600**.)
40. Make sure that **Only connect at this speed** is not checked. Click **OK**.
41. Click the **Next** button.
42. Determine which access number (POP) is local for you.
43. Type the area code and telephone numbers in the appropriate fields.
44. Click **Next**.

Make New Connection



Type the phone number for the computer you want to call:

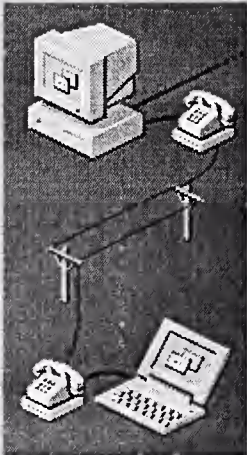
Area code: Telephone number:

Country code:

< Back Next > Cancel

45. Click **Finish**.

Make New Connection



You have successfully created a new Dial-Up Networking connection called:

MassEd.Net

Click Finish to save it in your Dial-Up Networking folder. Double-click it to connect.


To edit this connection later, click it, click the File menu and then click Properties.

< Back Finish Cancel

46. In the Dial-up Networking window, click the **MassEd.Net** icon.
47. Click **File** from the menu bar.
48. Click **Properties**.
49. Click the **Server Type** button.

MassEd.Net ? X

General | Server Types | Scripting | Multilink




Phone number:

Area code: Telephone number:

Country code:

☒ Use area code and Dialing Properties

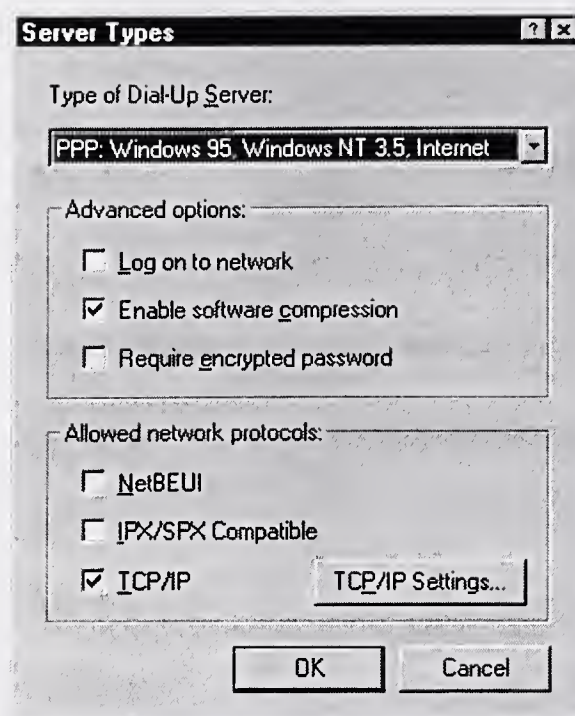
Connect using:



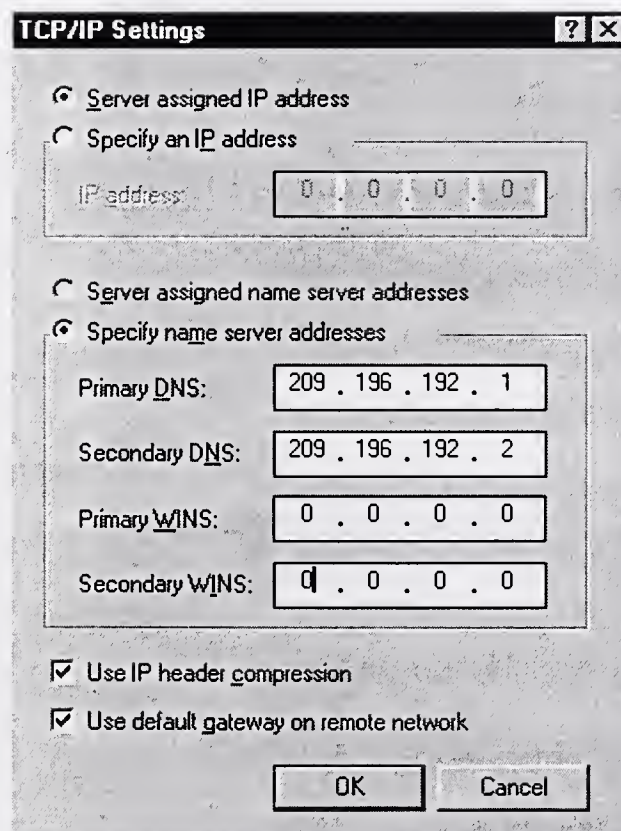
Configure...

OK Cancel

50. Uncheck **Log on to network**.
51. Uncheck **NetBEUI**.
52. Uncheck **IPX/SPX Compatible**.
53. Click the **TCP/IP Settings** button.



54. Select **Server assigned IP address**
55. Select **Specify name server addresses**.
56. In the **Primary DNS** field, type **209.196.192.1**
57. In the **Secondary DNS** field, type **209.196.192.2**
58. Click **OK**.



59. Click **OK** again.
60. Click **OK** one more time.

MassEd.Net

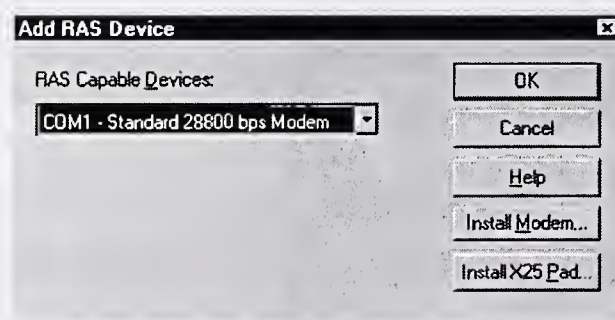
Installing Dial-up Networking For Windows NT 4.0

1. From the desktop, double-click **My Computer**.
2. Double-click **Dial-up Networking**.
3. If you receive a message stating **The phonebook is empty. Press O.K. to add an entry**, skip to the next section, [Creating a Dial-up Networking Connection](#).

If the Dial-up Networking window opens with the phonebook list and the option to dial, again proceed to the next section to create a new connection.

Otherwise, click **Install**, then point to the path where your NT 4.0 install files are located (for example, D:\I386) and click **OK**. Windows NT will now install the necessary files onto the hard drive.

4. The **Add RAS Device** window will appear. If you see your modem listed in the **RAS Capable Devices** field, then click **OK** and proceed to the next step.

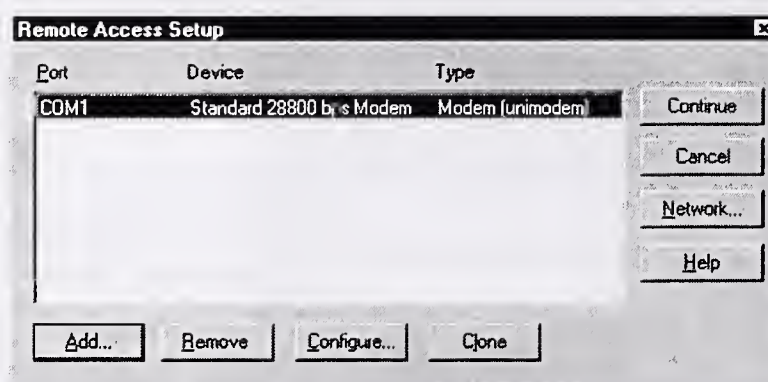


If you do not see a modem listed, then you will need to install a driver for your modem as follows:

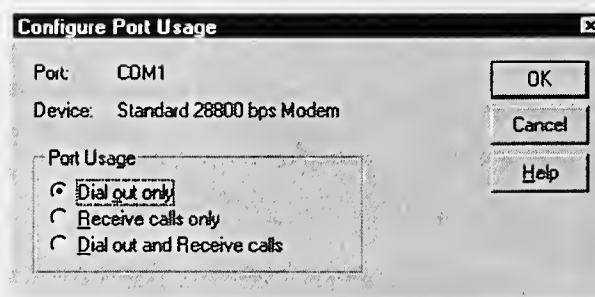
- a. In the **Add RAS Device** window, click the **Install Modem** button. This will start the **Install New Modem** wizard. You can let Windows NT try to detect your modem automatically (recommended) by clicking **Next**.
- b. If Windows NT detects your modem, then proceed through the wizard.

If Windows NT is unable to detect your modem, you will then have the option to select your modem from a list or use a disk provided by the manufacturer. You may need to follow the directions in your modem's documentation.

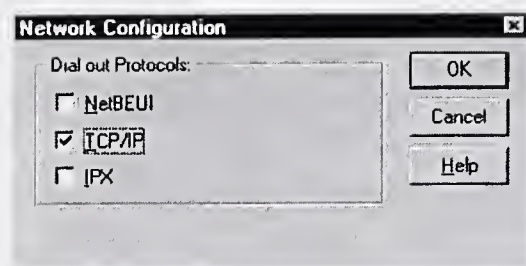
5. Highlight your modem and click the **Configure** button.



6. Make sure **Dial Out Only** is selected.



7. Click **OK**.
8. Click the **Network** button.
9. Make sure **TCP/IP** is the only box checked.



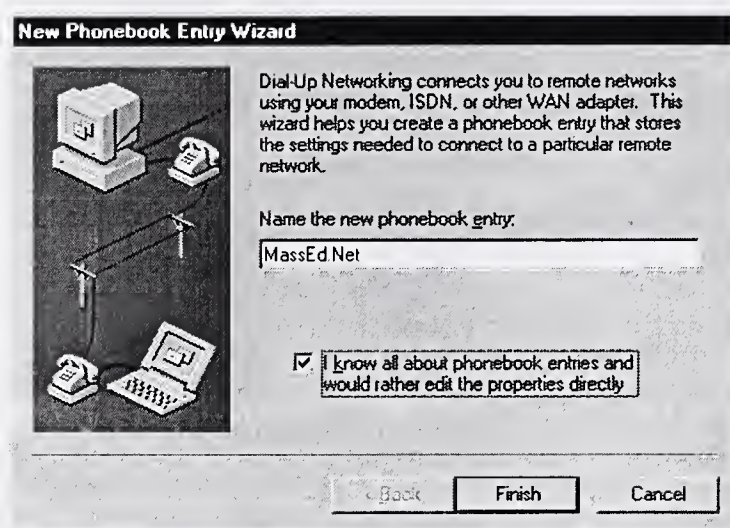
10. Click **OK**.
11. Click **Continue** in the **Remote Access Setup** window.
12. After Dial-Up Networking installation is complete, click **Restart** to reboot the computer before continuing.

Creating a Dial-up Networking Connection

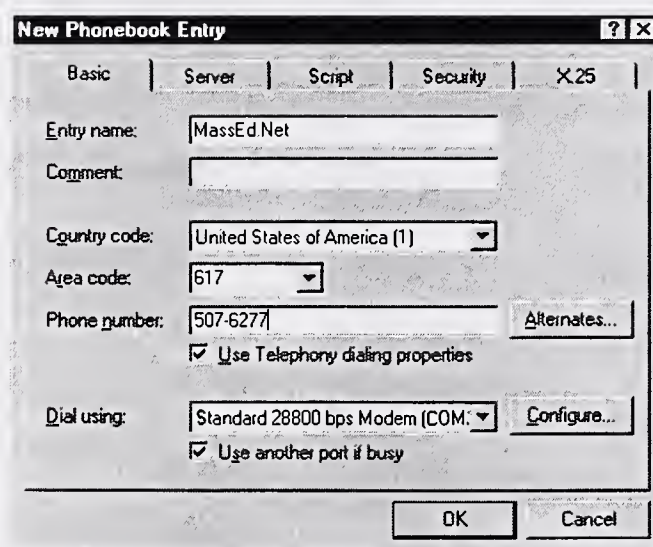
1. From the desktop, double-click **My Computer**.
2. Double-click **Dial-up Networking**.
3. If you receive a message stating that **The phonebook is empty...**, then click **OK** to add a new entry.

If Dial-up Networking (DUN) already has other phone book entries, click **New**.

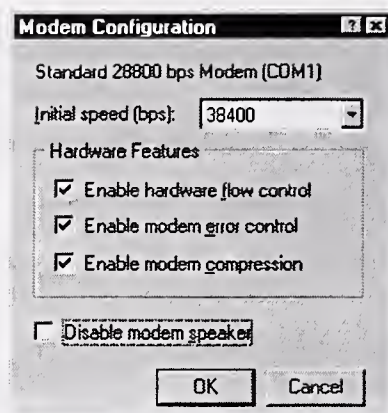
4. If the **New Phonebook Entry Wizard** window appears, check the box labeled **I know all about phonebook entries...** and click **Finish**.



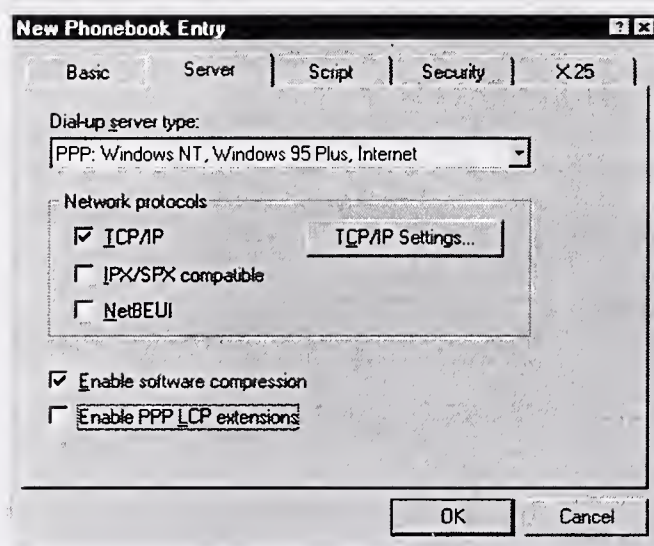
5. In the **New Phonebook Entry** dialog, select the **Basic** tab.
6. Check **Use Telephony dialing properties**.
7. Uncheck **Use another port if busy**.
8. For **Entry name**, enter **MassEd.Net**.
9. Enter the **country code** and **area code** of the number you are dialing, plus the **phone number** itself.
10. Under **Dial using**, select your modem.



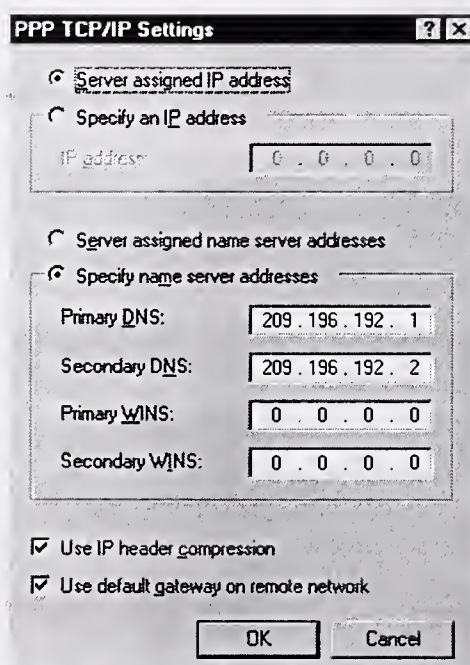
11. Click the **Configure** button.
12. Set the **Initial speed (BPS)** to 38400 if you have a 14.4k modem or 57600 if you have a 28.8k modem.
13. Make sure all three **Hardware Features** boxes are checked (if applicable) and that **Disable modem speaker** is not checked.



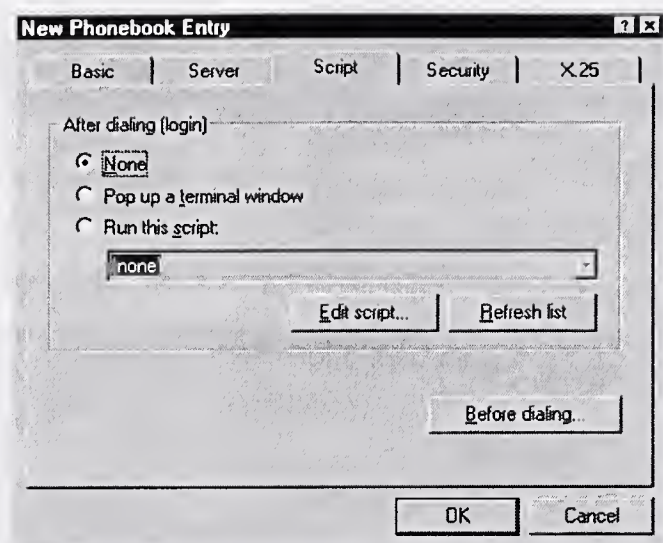
14. Click **OK**.
15. Select the **Server** tab.
16. The **Dial-up server type** should be **PPP: Windows NT, Windows 95 Plus, Internet**.
17. For **Network Protocols** only **TCP/IP** should be checked.
18. Make sure **Enable software compression** is checked, but **Enable PPP LCP extensions** unchecked.



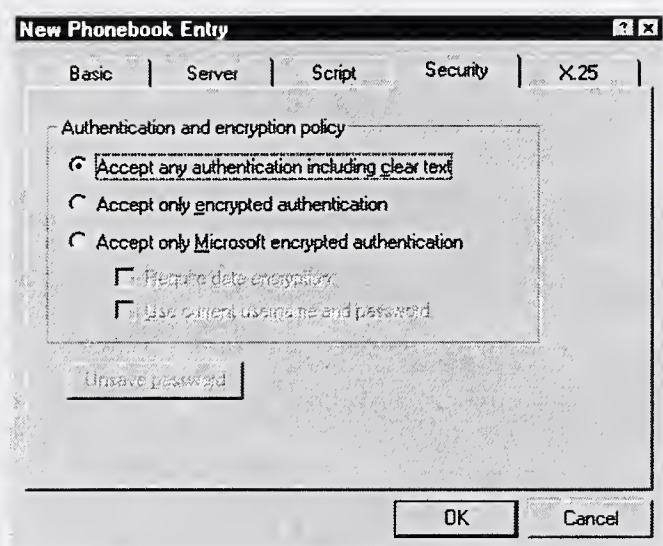
19. Click the **TCP/IP settings** button.
20. Select **Server assigned IP address** and **Specify name server addresses**.
21. For **Primary DNS**, enter 209.196.192.1
22. For **Secondary DNS**, enter 209.196.192.2
23. Leave the **Primary WINS** and **Secondary WINS** servers at 0.0.0.0.
24. Check both **Use IP header compression** and **Use default gateway on remote network**.



25. Click **OK**.
26. Select the **Script** tab.
27. Make sure **None** is selected.

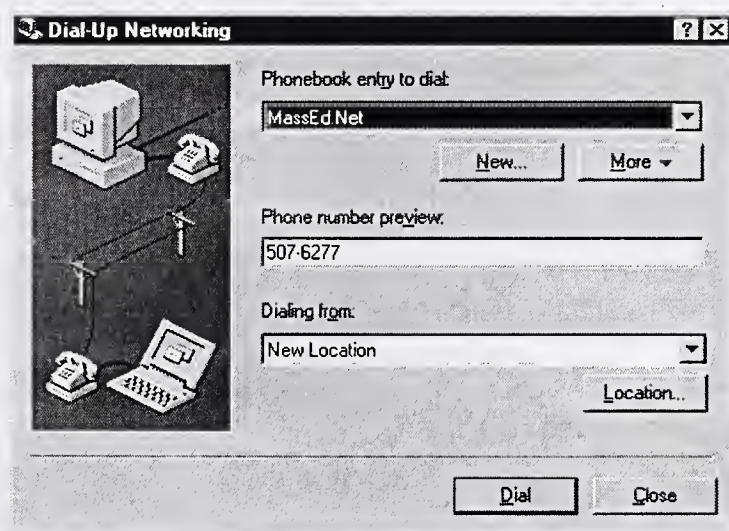


28. Select the **Security** tab.
29. Select **Accept any authentication including clear text**



30. On the **New Phonebook Entry** window, click **OK**.
31. You will now be in the Dial-up Networking program, and the phone book entry you just created should be selected in the **Phonebook entry to dial** field.

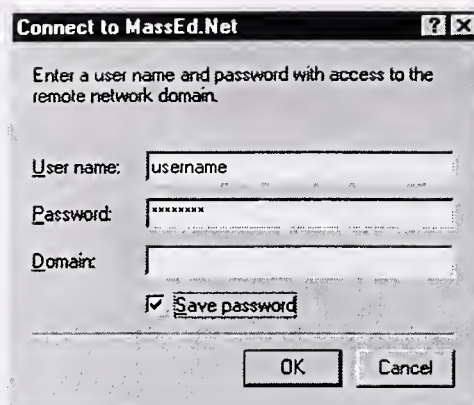
Click the **Dial** button.



32. A window will appear asking for a username, password, and domain. The first two are required.

Do not enter anything for the **Domain**.

There is also an option to **Save Password**, which can be selected if desired.



33. Click **OK** to dial into MassEd.Net.

Once you are connected, a window will appear informing you that you have successfully connected to the Dial-up Server. Click **OK** to close this window.

You are now connected and may use any internet software such as Internet Explorer 2.0 (installed with Windows NT).

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Setup Netscape Navigator - PC

1. On the menu bar, click **Options** and select **General Preferences**.
2. Set **Home Page Location** to <http://www.massed.net>

Preferences

Appearance | Fonts | Colors | Images | Apps | Helpers | Language

Toolbars

Show Main Toolbar as: ☐ Pictures ☒ Text ☐ Pictures and Text
 (Character and paragraph formatting toolbars in Editor windows are always just pictures.)

Startup

On Startup Launch: ☒ Netscape Browser ☐ Netscape Mail ☐ Netscape News

Browser Starts With: ☐ Blank Page ☒ Home Page Location:

Link Styles

Links are: ☒ Underlined

Followed Links: ☐ Never Expire ☒ Expire After: Days

OK Cancel Help

3. Click **OK**
4. From the menu bar click **Options**
5. Click **Mail and News Preferences**.
6. Click the **Servers** tab.
7. In the **Outgoing Mail (SMTP) Server** field, type **mail.massed.net**.
8. In the **Incoming Mail (POP3) Server** field, type **mail.massed.net**.
9. In the **POP3 User Name** field, type your username.
10. In the **News (NNTP) Server** field, type **news.massed.net**.

Preferences

Appearance | Composition | Servers | Identity | Organization

Mail

Outgoing Mail (SMTP) Server:

Incoming Mail (POP3) Server:

POP3 User Name:

Mail Directory:

Maximum Message Size: ☒ None ☐ Size: KB

Messages are copied from the server to the local disk, then:
☒ Removed from the server ☐ Left on the server

Check for Mail: ☒ Every: minutes ☐ Never

News

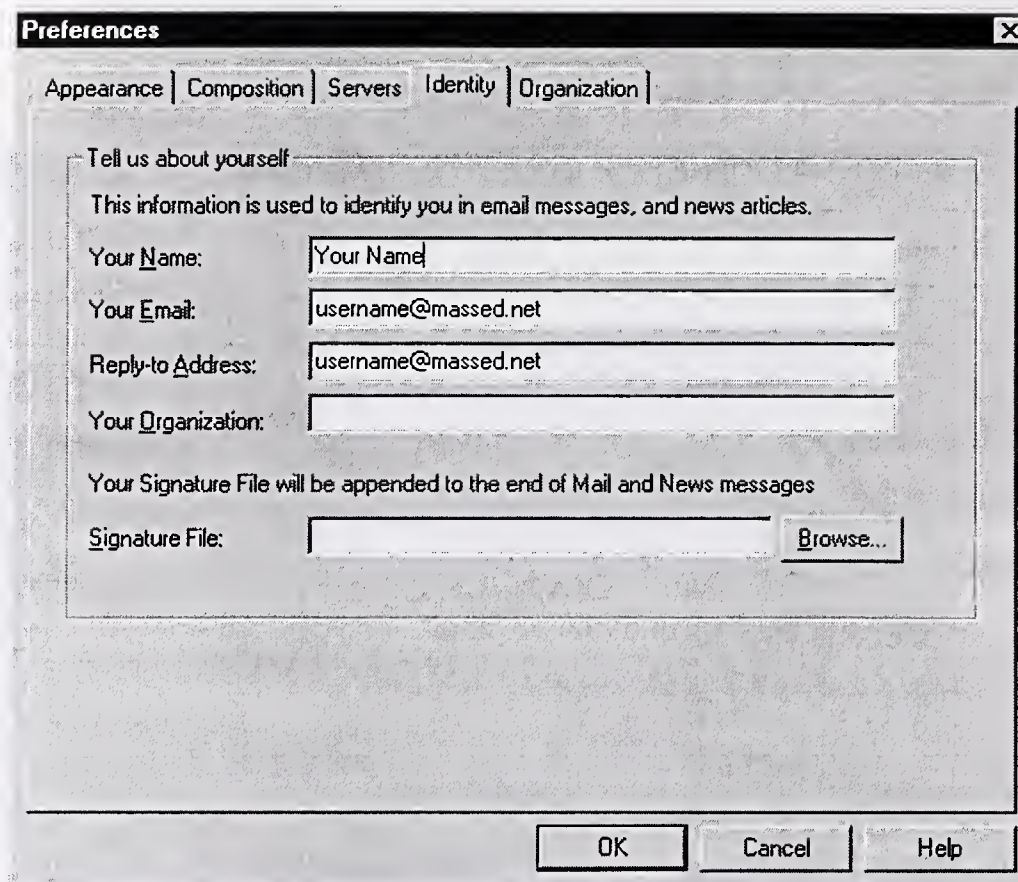
News (NNTP) Server:

News RC Directory:

Get: Messages at a Time (Max 3500)

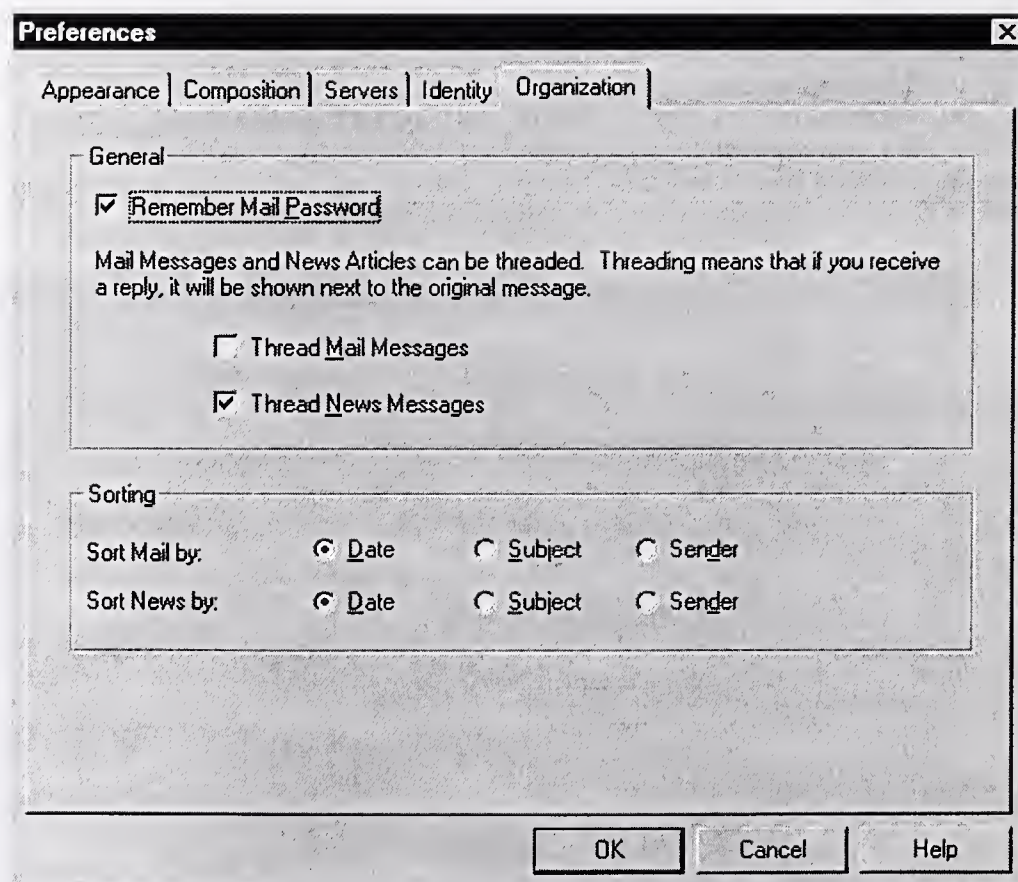
OK Cancel Help

11. Click the **Identity** tab.
12. In the **Your Name** field, type your name.
13. In the **Your Email** field, type your email address.
14. In the **Your Reply-to Address** field, type your email address again.



The screenshot shows the 'Preferences' dialog box with the 'Identity' tab selected. The 'Tell us about yourself' section contains the following fields: 'Your Name' (with placeholder text 'Your Name'), 'Your Email' (with placeholder text 'username@massed.net'), 'Reply-to Address' (with placeholder text 'username@massed.net'), and 'Your Organization' (empty). Below these fields is a section for the signature file, stating 'Your Signature File will be appended to the end of Mail and News messages'. It includes a 'Signature File' text box and a 'Browse...' button. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.

15. If you want to have Netscape remember your mail password, click on the **Organization** tab
16. In the top right corner put a check in the **Remember Mail Password** box.
17. Click **OK**.



The screenshot shows the 'Preferences' dialog box with the 'Organization' tab selected. The 'General' section contains a checked checkbox for 'Remember Mail Password'. Below this is a text box explaining that mail messages and news articles can be threaded, and that if a reply is received, it will be shown next to the original message. There are two checkboxes for threading: 'Thread Mail Messages' (unchecked) and 'Thread News Messages' (checked). The 'Sorting' section contains two rows of radio buttons: 'Sort Mail by' with options 'Date' (selected), 'Subject', and 'Sender'; and 'Sort News by' with options 'Date' (selected), 'Subject', and 'Sender'. At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.

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How to Configure Netscape Communicator 4.0

- Open Netscape Communicator 4.0
- From the **Edit** menu, choose **Preferences**.

Preferences

Category:

- Appearance
 - Fonts
 - Colors
- Navigator**
 - Languages
 - Applications
- Mail & Groups
- Composer
- Offline
- Advanced

Navigator Specify the home page location

Navigator starts with:

☐ Blank page

☒ **Home page**

☐ Last page visited

Home page

Clicking the Home button will take you to this page.

Location:

History

History is a list of the pages you have previously visited.

Pages in history expire after: days

- In the **Location** text box, type **http://www.massed.net**.
- In the **Category** frame, double-click **Mail & Groups**.
- In the **Category** frame, select **Identity**.
- In the **Your Name** text box, type your name.
- In the **Email address** text box, type your email address.

Preferences

Category:

- Appearance
 - Fonts
 - Colors
- Navigator
 - Languages
 - Applications
- Mail & Groups**
 - Identity**
 - Messages
 - Mail Server
 - Groups Server
 - Directory
- Composer
- Offline
- Advanced

Identity Set your name, email address, and signature file

The information is needed before you can send mail. If you do not know the information requested, please contact your system administrator or Internet Service Provider.

Your name:

Email address:

Reply-to address(only needed if different from email address):

Organization:

Signature File:

☐ Always attach Address Book Card to messages.

- In the **Category** frame, select **Mail Server**.
- In the **Mail server user name** text box, type your username.
- In the **Outgoing mail (SMTP) server** text box, type mail.massed.net.
- In the **Incoming mail server** text box, type mail.massed.net.

The screenshot shows the 'Preferences' dialog box with the 'Mail Server' category selected. The left sidebar lists categories: Appearance, Navigator, Mail & Groups, and others. Under 'Mail & Groups', 'Mail Server' is highlighted. The main area is titled 'Mail Server' with the subtitle 'Specify server for incoming mail'. It contains a warning message, three text input fields for 'Mail server user name' (filled with 'username'), 'Outgoing mail (SMTP) server' (filled with 'mail.massed.net'), and 'Incoming mail server' (filled with 'mail.massed.net'). Below these is the 'Mail Server Type' section with two radio buttons: 'POP3 (messages and folders are kept locally, on the hard disk)' (selected) and 'IMAP (messages and folders are kept remotely, on the server)'. There are also several checkboxes for POP3 options. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

- In the **Category** frame, select **Groups Server**.
- In the **Discussion groups (news) server** text box, type news.massed.net.
- Click the **OK** button.

The screenshot shows the 'Preferences' dialog box with the 'Groups Server' category selected. The left sidebar is the same as the previous screenshot, with 'Groups Server' highlighted under 'Mail & Groups'. The main area is titled 'Groups Server' with the subtitle 'Specify servers for reading discussion groups'. It contains a warning message, a text input field for 'Discussion groups (news) server' (filled with 'news.massed.net'), a 'Port' field (filled with '119'), and a 'Secure' checkbox. Below this is a 'Discussion group (news) folder' section with a text input field (filled with 'C:\Program Files\Netscape\Users\default\news') and a 'Choose...' button. At the bottom is a checkbox 'Ask me before downloading more than' (checked) followed by a text input field (filled with '500') and the word 'messages'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

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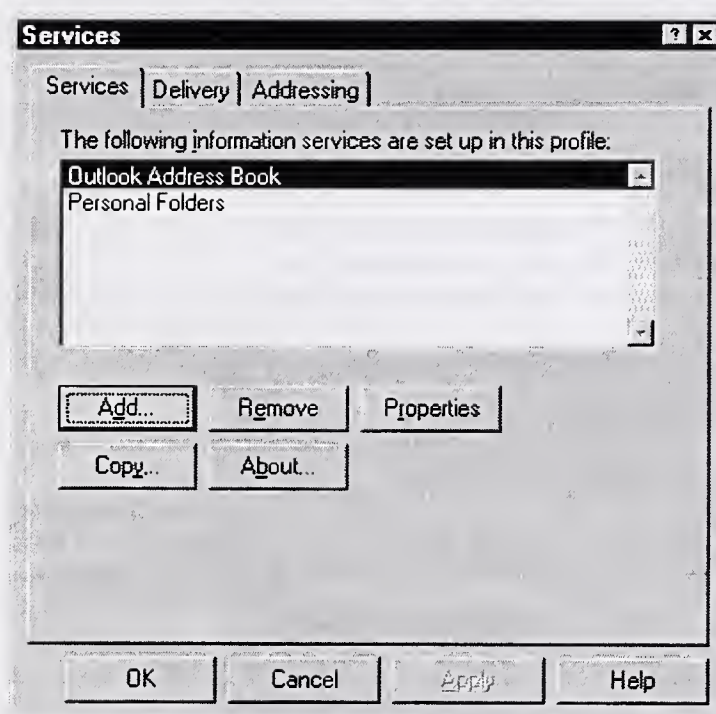
How to Configure and Use Microsoft Outlook 97

Microsoft Outlook 97 is a desktop information manager program included with Microsoft Office 97. One of its many capabilities is handling e-mail, and this document describes how to configure Outlook for your MassEd.Net mailbox.

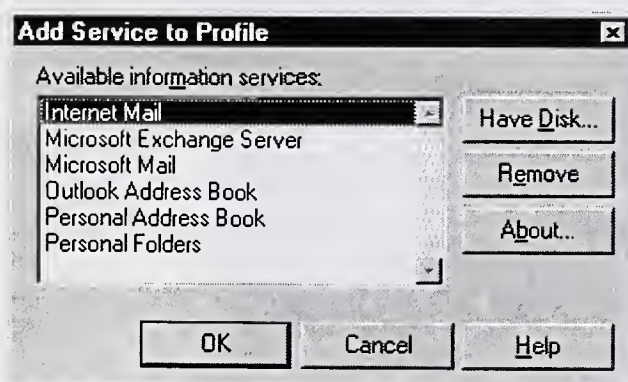
Configuring Outlook

1. From the Outlook **Tools** menu, choose **Services...**
2. Select the **Services** tab.
3. If **Internet Mail** appears in the list of services:
 - a. Highlight **Internet Mail**.
 - b. Click the **Properties** button.
 - c. Go to step 7.

If **Internet Mail** does not appear, continue with step 4.



4. Click the **Add...** button.
5. In the **Add Service to Profile** window, highlight **Internet Mail**.



6. Click **OK**.
7. In the **Internet Mail** window, select the **General** tab.
8. In the **Mail Account** field enter **MassEd.Net**
9. Enter your full name and e-mail address under **User Information**.

MassEd.Net Properties [?] [X]

General | Servers | Connection | Advanced

Mail Account

Enter the name you would like to refer to these servers by. For example: "Work" or "Microsoft Mail Server".

MassEd.Net

User Information

Name: Your Name

Organization:

E-mail Address: username@massed.net

Reply Address: username@massed.net

OK Cancel Apply

10. Select the **Servers** tab.
11. In the **Outgoing Mail (SMTP)** field enter **mail.massed.net**
12. In the **Incoming Mail (POP)** field enter **mail.massed.net**
13. Under **Login Information** enter your username and password

MassEd.Net Properties [?] [X]

General | Servers | Connection | Advanced

Server Information

Outgoing Mail (SMTP): mail.massed.net

Incoming Mail (POP3): mail.massed.net

Login Information

☒ Logon using:

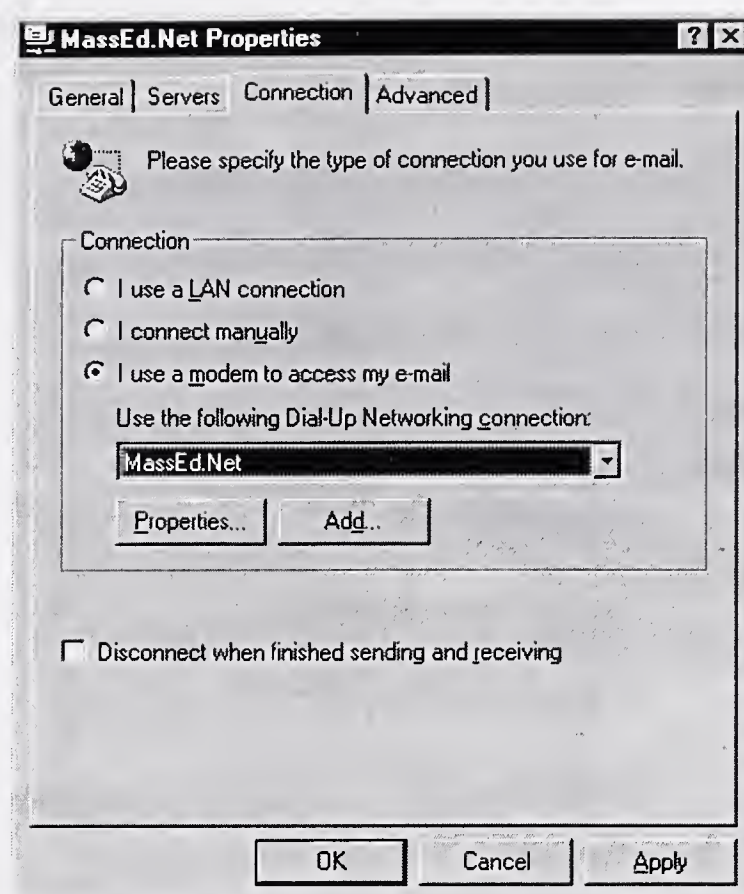
Account Name: username

Password: xxxxxxxx

☐ Logon using Secure Password Authentication

OK Cancel Apply

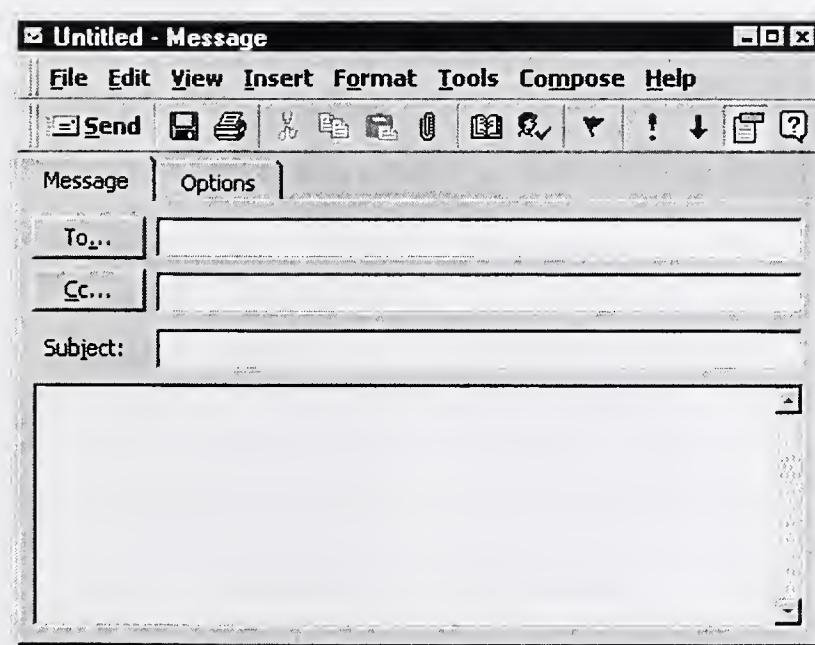
14. Select the **Connection** tab.
15. Under **Connection**, choose **I use a modem to access my email**.
16. For **Use the following Dial-Up Networking connection**, select your MassEd.Net connection.



17. Click **OK**.
18. If you have added the Internet Mail service, you will be prompted to restart Outlook. Click **OK**.
19. Click **OK** again to dismiss the **Services** window.
20. Quit and restart Outlook if necessary.

Sending Mail

1. To write a new e-mail message, from the **Compose** menu, choose **New Mail Message** or press **Control + N**.
2. Enter primary recipients in the **To** field, carbon copy recipients in the **CC** field (optional), and a title for the message in the **Subject** field.
3. To attach files to the message, from the **Insert** menu, choose **File...**
4. When your message is finished, click the **Send** button. This places the message in your outbox, and it will be sent the next time you check mail.

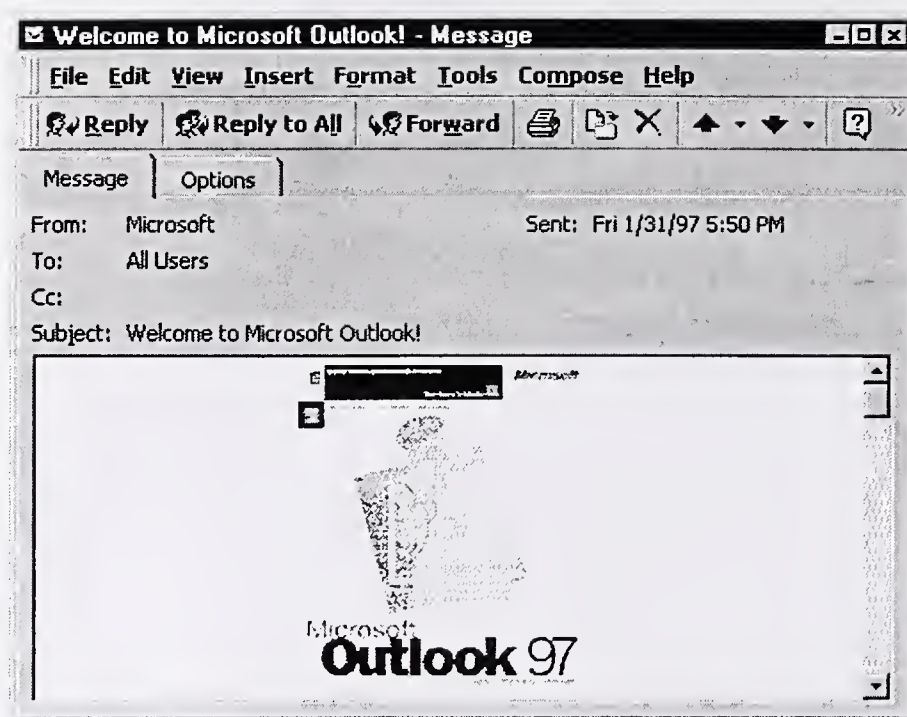


Checking Mail

1. To check for new mail on the server, from the **Tools** menu, choose **Check for New Mail...** or press **F5**.
2. New messages will be downloaded and placed in the **Inbox**.
3. To read a message in the **Inbox**, double-click on it.
4. To reply to the message, click the **Reply** button. To forward it, click the **Forward**

button.

5. To file the message in a folder, from the **File** menu, choose **Move to Folder...** or **Copy to Folder...**
6. To delete the message, from the **File** menu, choose **Delete**.



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Complete List of MassEd.Net Local Access Numbers Currently Available

Massachusetts

Adams	(413) 895-6277
Amherst	(413) 825-6277
Ayer	(978) 428-6277
Barnstable	(508) 437-6277
Berlin	(978) 389-6277
Beverly	(978) 529-6277
Blandford	(413) 771-6277
Boston	(617) 507-6277
Braintree	(781) 394-6277
Brockton	(508) 256-6277
Burlington	(781) 998-6277
Cambridge	(617) 812-6277
Cataumet	(508) 445-6277
Charlton	(508) 462-6277
Cummington	(413) 740-6277
Dedham	(781) 459-6277
Fall River	(508) 300-6277
Foxboro	(508) 546-6277
Framingham	(508) 302-6277
Franklin	(508) 590-6277
Gardner	(978) 334-6277
Gilbertville	(413) 643-6277
Gloucester	(978) 231-6277
Gr. Barrington	(413) 541-6277
Greenfield	(413) 828-6277
Harwich	(508) 632-6277
Haverhill	(978) 945-6277
Hingham	(781) 735-6277
Holden	(508) 267-6277
Holyoke	(413) 425-6277
Jamaica Plain	(617) 344-6277
Kingston	(781) 846-6277
Lenox	(413) 332-6277
Lexington	(781) 240-6277
Lowell	(978) 418-6277
Lynnfield	(781) 623-6277
Marion	(508) 355-6277
Maynard	(978) 246-6277
Medford	(781) 723-6277
Nantucket	(508) 374-6277
Norwood	(781) 634-6277

Palmer	(413) 228-6277
Petersham	(978) 285-6277
Quincy	(617) 687-6277
Rehoboth	(508) 448-6277
Revere	(781) 823-6277
Richmond	(413) 692-6277
Salem	(978) 336-6277
Topsfield	(978) 359-6277
Townsend	(978) 383-6277
Tyngsboro	(978) 926-6277
Upton	(508) 464-6277
Uxbridge	(508) 526-6277
Vineyard Haven	(508) 629-6277
Waltham	(781) 207-6277
Wellfleet	(508) 664-6277
West Newbury	(978) 477-6277
Worcester	(508) 519-6277

New Hampshire

Alstead	(603) 908-6277
Bartlett	(603) 697-6277
Canaan	(603) 507-6277
Center Sandwich	(603) 954-6277
Colebrook	(603) 963-6277
Danbury	(603) 506-6277
Deerfield	(603) 806-6277
Epsom	(603) 696-6277
Errol	(603) 710-6277
Franklin	(603) 309-6277
Hampstead	(603) 907-6277
Milford	(603) 804-6277
Milton Mills	(603) 699-6277
Monroe	(603) 807-6277
North Woodstock	(603) 962-6277
Peterborough	(603) 258-6277
Pittsfield	(603) 949-6277
Plymouth	(603) 794-6277
Portsmouth	(603) 457-6277
Rindge	(603) 720-6277
Salem	(603) 251-6277
South Hampton	(603) 805-6277
West Chesterfield	(603) 307-6277

